

SAMPLE INCOME LETTER (EMPLOYEE)

Date

To whom it may concern:

This letter is to inform you that _____ with I.D. number _____ has been
employed with _____ since _____. His/her current position is _____.
Borrower
Firm Name Hire date

His/her income in 1997 was \$_____ U.S. Dollars.

His/her income in 1998 was \$_____ U. S. Dollars.

His/her current year-to-date income is \$_____ U. S. Dollars.

_____ 's probability of continued employment is very good. He/she is
Borrower
a valued employee.

Sincerely,

Employer Name
Title

**THIS LETTER MUST BE AN ORIGINAL ON COMPANY LETTERHEAD AND MUST
REFLECT THE EMPLOYER'S TELEPHONE NUMBER AND ADDRESS.**

**REQUEST LETTERS IN ENGLISH AND U. S. DOLLARS OR THEY WILL HAVE TO
BE TRANSLATED!!!**

SAMPLE REFERENCE LETTER

Date

To Whom It May Concern:

This letter is to inform you that _____ with I.D. number _____ has
Borrower Name
been doing business with our organization since _____.

All of his/her accounts have been in good standing.

Should you require any further assistance, please feel free to call me at _____.
Phone Number

Yours truly,

Name
Title

**THIS LETTER MUST BE AN ORIGINAL ON COMPANY LETTERHEAD AND MUST
REFLECT TELEPHONE NUMBER AND ADDRESS.**

REQUEST LETTERS IN ENGLISH OR THEY WILL HAVE TO BE TRANSLATED!!!

SAMPLE ASSET VERIFICATION LETTER

Date

To Whom It May Concern:

This letter is to confirm that _____ with I.D. number _____ has been banking with us since _____.
Borrower Name

He/she has an outstanding banking relationship with our organization.

_____ has a checking account number _____ with a current balance of \$_____ U. S. Dollars and an average three month balance of \$_____ U. S. Dollars.

In addition, _____ has a savings account number _____ with a current balance of \$_____ U. S. Dollars and an average three month balance of \$_____ U. S. Dollars.

Should you require any further assistance, please feel free to contact me at _____.
Phone Number

Yours truly,

Name
Title

THIS LETTER MUST BE AN ORIGINAL ON COMPANY LETTERHEAD AND MUST REFLECT THE BANK'S TELEPHONE NUMBER AND ADDRESS.

REQUEST LETTERS IN ENGLISH OR THEY WILL HAVE TO BE TRANSLATED AND STATED IN U. S. DOLLAR FIGURES (NOT LOW, MED. OR HIGH RANGES)!!!

SAMPLE INCOME LETTER (SELF-EMPLOYED)

Date

To Whom It May Concern:

This letter is to confirm that _____ with I.D. Number _____, is the owner of
Borrower's Name
_____. He/she owns _____% of the company.
Company Name

In 1998, _____'s income was \$ _____ U. S. Dollars.
Borrower's Name

In 1997, _____'s income was \$ _____ U. S. Dollars.
Borrower's Name

The year-to-date income for _____ is \$ _____ U. S. Dollars.
Borrower's Name

Should you require any further assistance, please feel free to contact me at _____.
Phone Number

Yours truly,

Name
Accountant (CPA)

**THIS LETTER MUST BE AN ORIGINAL ON THE ACCOUNTANT'S LETTERHEAD
AND MUST REFLECT THE ACCOUNTANT'S TELEPHONE NUMBER AND
ADDRESS.**

**REQUEST LETTERS IN ENGLISH AND U. S. DOLLARS OR THEY WILL HAVE TO
BE TRANSLATED!!!**