**To**

**[The Recipient Name]  
[Address]**

**Re. Income Verification Letter for the Approval of Bank House Loan w.r.t. CES House Loans**

Dear [NAME],

This letter references the income verification of Mr./Ms. [NAME]. It has been confirmed by the Department of Accounts and the Department of Human Resources that Mr. [NAME] has been a permanent employee of [NAME THE COMPANY] as an [DESIGNATION] under ST-[x] since 20xx. He/she joined the company as a [designation] under ST-[x] and was later promoted to ST-[x] as a [designation].

He/She is paid USD [X] monthly wherein his/her gross salary is USD [X] and the incentives are also paid according to the pay scale. Mr./Ms. [NAME] has been one of the competent employees and keeps an eminent position in the company. He/she is regarded as one of the co-founders of the fund-raising campaign at the DSH Forum.

We approve the statement of Mr./Ms. [NAME] and verify the validation of his/her employment. Moreover, our company has no intention of losing Mr./Ms. [NAME] given the benchmarks of his/her job’s profile. Given that, I provide my profile as a reference for the approval of the loan asked w.r.t CES House Loans, Phase-III. You can contact me in case of any further information regarding the validation of mentioned statements. For your convenience and official purposes, I have added an image of our payroll highlighting Mr./Ms. [NAME] as a permanent employee of our company.

Thank you.

Warmly,

[Name]  
[Designation]  
[Company]  
[Contact]  
[Date]