**To**

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

**Re. Income Verification Letter**

Dear [NAME],

I am an [DESIGNATION] in your company and I have been working in this company since 20XX. My cadre was changed from ST-[X] to ST-[X] as can be seen in the documents attached. I joined the company in 20XX and started my career as a [POSITION]. Later, fortunately, with the help of your kind guidance and my untiring efforts, I was able to secure a position as an [DESIGNATION] in the company.

I applied for a bank loan for the medical treatment of my mother. My mother has been suffering from Decompensated Cirrhotic Liver that requires a liver transplant as soon as possible. As the organ transplant is one of the most expensive treatments, I cannot do it with my salary or any other little assistance. Therefore, I believe, borrowing the amount for the treatment from the bank as a loan can be the best and empirical idea.

For the approval of my loan application, bank authorities require an official verification letter verifying my employment and salary. They have to look into my professional profile to have an idea if I am capable of repaying the loan. I request you to draft an income verification letter for the bank to assist my bank loan approval. For any further please reach out at [PHONE] or [EMAIL]. I shall be grateful in this case. I am looking forward to hearing from you. Thank you.

Regards

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