[DATE]

Applicant name

Address

Address2

City,

State/Province

Zip/Postal Code

**RE: VERIFICATION FOR LOAN APPLICATION**

Dear [CONTACT NAME],

The following is the information you requested on [LOAN APPLICANT].

|  |  |
| --- | --- |
| Entered our employ: |  |
| Present Position: |  |
| Gross Monthly Salary: |  |
| Overtime: |  |
| Bonus or Commission: |  |
| Total Monthly Salary: |  |
| Probability of Continued Employment:  |
| Other Remarks: |
|  |

The above is furnished in strict confidence.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]