

DATE: [Insert Date]

TO: [Recipient Name]

ADDRESS: [Recipient Address]

ACCOUNT/LEASE REFERENCE: [Insert Reference Number]

RE: WARNING LETTER AND FORMAL DEMAND FOR VERIFIED PROOF OF INCOME

Dear [Recipient Name],

This letter serves as a formal warning regarding the status of your income verification documentation. To date, we have not received sufficient or valid documentation to verify your current financial standing as required by your [Agreement/Lease/Contract].

Under the terms of our agreement, you are required to provide accurate and verifiable proof of income. Failure to provide this documentation constitutes a breach of your obligations and may result in [Legal Action/Eviction/Termination of Services].

DEMAND FOR DOCUMENTATION

We hereby demand that you provide at least two (2) of the following verified documents within [Number] business days of the date of this letter:

- Recent consecutive pay stubs (last 30-60 days).
- Signed federal tax returns for the most recent year.
- Certified bank statements (last 3 months) showing consistent deposits.
- An official letter of employment on company letterhead.
- Proof of government benefits or pension distributions.

DEADLINE: [Insert Deadline Date]

Failure to comply with this demand by the deadline stated above will result in further administrative or legal action without additional notice.

Please submit the required documents to [Department/Name] via [Email Address/Physical Address].

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Your Contact Information]