

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Pension Provider Name]
[Pension Provider Address]
[City, State, Zip Code]

Subject: Request for Pension Income Verification Letter

To Whom It May Concern,

I am writing to formally request an income verification letter regarding my pension benefits (Policy/Account Number: [Your Account Number]). I am currently in the process of applying for a mortgage/loan, and my lender requires official documentation of my retirement income.

Please provide a letter on company letterhead that includes the following details:

- The date my pension payments began.
- The gross monthly or annual payment amount.
- Whether the payments are fixed or subject to Cost of Living Adjustments (COLA).
- Whether the benefits are guaranteed for life.

Please send this letter to my email address at [Your Email] or mail it to my home address listed above. If you have an electronic portal where I can download this document directly, please let me know.

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]
[Last 4 Digits of Social Security Number]