

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

[Date]

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]

Subject: Request for Additional Income Verification - [Application/Reference Number]

Dear [Recipient Name],

Regarding my recent application for [Type of Application, e.g., Mortgage, Rental, Loan], I am writing to formally request an updated or additional income verification letter.

To ensure my file is complete, please provide a letter on company letterhead that includes the following details:

- Current job title and employment status
- Current gross annual salary or hourly rate
- Average number of hours worked per week
- Any bonuses, commissions, or overtime earned in the last 12 months
- Length of employment with the company

Please send this documentation directly to [Name of Institution or Email Address] or return it to me by [Date].

Thank you for your prompt assistance with this matter.

Sincerely,

[Your Signature]

[Your Printed Name]