

## Letter to Verify Employment

The employer may submit a statement, on **company letterhead**, for verification. The statement must include:

- 1) The name of the individual receiving the income
- 2) The gross amount of income received
- 3) The frequency of income received (i.e. weekly, every two weeks, twice a month, monthly or annually for seasonal or self-employed)

### A sample letter could be written as follows:

This statement is to confirm that \_\_\_\_\_ is employed at \_\_\_\_\_.  
*Name of Employee* *Name of Employer*

\_\_\_\_\_ received a gross income (before deductions for taxes, social security,  
*Name of Employee*

insurance, etc.) of \$ \_\_\_\_\_ on \_\_\_\_/\_\_\_\_/\_\_\_\_.  
*Date*

The frequency of payment is:

- Weekly  Every two weeks  Twice a month  Monthly  Annually

\_\_\_\_\_/\_\_\_\_\_  
**Signature of Employer** **Title** **Date**

\_\_\_\_\_  
**Address** **State** **Zip Code** **Telephone Number**

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- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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