

# Confirmation Letter For Income Tax Purpose

Subject: Confirmation Letter for Income Tax Purpose

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide confirmation of [your name]'s income for the purpose of income tax filing.

I am [your name]'s employer at [company name] where [your name] has been employed as [your position] since [date of joining]. I can confirm that [your name] receives a regular income from our organization. The details of [your name]'s income for the previous tax year, [tax year], are as follows:

- Gross Income: \$[gross income]
- Tax Withheld: \$[tax withheld]

Please note that the information provided above is based on our records and is accurate to the best of my knowledge. Should you require any additional information or supporting documents, please do not hesitate to contact me.

Please ensure that this confirmation letter is used for the sole purpose of income tax filing and is not to be shared or utilized for any other purpose. Furthermore, I kindly request that you treat this information with confidentiality.

If you have any further inquiries or require any clarifications, please feel free to contact me at [your phone number] or via email at [your email address]. I will be happy to assist you.

Thank you for your attention to this matter. Your cooperation is greatly appreciated.

Yours sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]