**Self-Employment Verification Letter Format**

Your Name

Your Address

Your City, State Zip Code

Your Phone Number

Your Email

Date

Name

Title

Organization

Address

City, State Zip Code

**Dear Mr. /Ms. Last Name:**

**RE: Self-employment Verification Letter**

This is to certify that I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your name) am the proprietor of \_\_\_\_\_\_\_\_\_\_\_\_\_ (name of the business enterprise). This business entity is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (identify the physical address of the business you purportedly own).

In a typical year, this business rakes in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state the amount) and pays an average tax of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (state the tax level).

Enclosed in the envelope are the tax records, a copy of the business registration, audited results of the last trading periods, and the bank statements of the past three financial years.

Reach me via XXX-XXX-XXXX for any further clarification if need be.

**Regards,**

**Your Name**