

[Date]

Re: Income Verification for **[Client Name]**

Dear Grant Administrator:

This letter is to verify that **[Client Name]** does not have income at this time. Steps have/are being taken to increase this individual’s income. They are currently engaged in services with our agency.

Please feel free to contact me at **[phone number]** should you have any questions or need additional documents.

Sincerely,

[Case Manager Name]

[Title]

[Street Address]

[City, ST ZIP Code]