From

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Date

To

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Dear Ms. Dickins,

I am writing to you today in order to provide income confirmation for Theodore Liu concerning his current application for a house loan through JYP Bank. As Human Resources Manager for SM Supply, I can ratify that Mr. Liu’s present salary is $50,500 on an annual basis. He receives a yearly adjustment for cost of living of 4% along with an annual bonus of around $5,000, which he has been earning for the last 8 years at SM Supply. Mr. Liu is our trusted employee, and I see no reason why his annual income would not follow this same path in the near future.

Attached is a copy of Mr. Liu’s 2016 W-2 form as he received it from SM Supply. This certification will authorize the information given above. Please feel free to contact me at (600) 585-0197 or via email at hmont@smsupply.com so I can be of further assistance to you.

Sincerely,

Harold Montgomery

Human Resources Manager