



Glen C. Kelleway

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Request for Employment Letter

To Whom It May Concern: **(Please see signed authorization by your employee below)**

Please provide an employment letter for _____ to confirm:
(Employee Name)

- Position (job title),
- Length of employment,
- Annual base salary, any bonus/commission if applicable,
- Prospect of continued employment and
- Salary increases if anticipated in the next three to six months.

This letter is needed by the lender for income verification purposes as part of the financing approval process for your employee's mortgage. Please include your contact name and phone number in the event that the lender needs to confirm details on the employment letter.

Please address this letter "To Whom It May Concern" as Kelleway Mortgage Architects will use this letter for the lender that best fits this client's financing needs. If you have questions about this request, please call "Kelleway Mortgage Architects" at 604-476-0053, or 1-866-476-0053. Thank you for your time.

Sincerely,
Glen Kelleway,
Senior Mortgage Planner

To be completed by employee: Email address: _____

Workplace: _____ Job Title: _____

Home Phone: _____ Cell Phone: _____

I _____ request and also authorize my employment details to be released and sent by fax (1-866-683-6788) to Glen Kelleway of Kelleway Mortgage Architects. I also authorize my employer's representative to confirm the details of my employment (income, job title, hours of work, length of employment, etc.) with Kelleway Mortgage Architects or the lender with whom they have arranged my mortgage financing. I will phone to confirm that you have received this request.

Date: _____ Signature of _____

Employee Name (Please Print): _____
