

Durham PreK
1201 S. Briggs Ave. Suite 200
Durham, NC 27703
durhamprek.org
Phone: 919.403.6950



The purpose of this form letter is to certify income and employment for a Durham PreK program applicant.

Business Name: _____

Business Address: _____ Phone Number: _____

This letter is to certify income and employment for _____. He/She has been employed at _____ [Company] and holds the position of _____. He/She has been an employee with _____ [Company] since _____ and works _____ hours per week. The company is located at _____, _____, NC _____. His/Her current salary is \$ _____, paid on a (choose one) hourly weekly monthly annual basis.

If you have any questions regarding the information provided, please don't hesitate to contact me at _____ [Phone] or _____ [Email]

Sincerely,

_____ [Signature]

_____ [Print Name]

_____ [Title]

_____ [Date]



Equitable access to high-quality preschool for all children in Durham