

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, ZIP Code]

Dear [Recipient Name],

This letter serves to verify the employment of [Employee Name], who has held the position of [Job Title] with [Your Company Name] since [Start Date]. As part of their role, [Employee Name] is required to hold a valid Commercial Driver's License (CDL), which they possess and have maintained in good standing.

During their employment, [Employee Name] has demonstrated [mention any relevant skills or attributes, such as reliability, professionalism, and adherence to safety protocols]. Their responsibilities include [briefly describe relevant job duties related to the CDL].

Should you require any additional information or have further inquiries, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]