

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Employer's Title]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

Subject: Employment Verification for [Employee's Name]

I am writing to request verification of employment for [Employee's Name], who is seeking to [provide details about the reason for the verification, e.g., applying for a loan, rental application, etc.].

Please confirm the following details regarding [Employee's Name]:

1. Employment status (current/previous)
2. Job title
3. Dates of employment
4. Salary (if applicable)

You may respond to this request via email at [Your Email Address] or by phone at [Your Phone Number]. Your assistance is greatly appreciated.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]