

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

[Employer's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request employment verification for [Employee's Name], who has applied for a position with [Company Name] in Washington, D.C. As part of our hiring process, we require confirmation of their employment details.

Could you please provide the following information regarding [Employee's Name]'s employment with your organization?

1. Job Title
2. Dates of Employment
3. Salary (if applicable)
4. Job Responsibilities
5. Reason for Leaving (if applicable)

Please let me know if you require any further information to assist with this request. You may respond via email at [Your Email Address] or by phone at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Company Address]