[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]
Dear [Recipient's Name],
Subject: Employment Document Verification Request
I hope this message finds you well. I am writing to formally request verification of employment for [Employee's Name], who has listed your organization as their previous employer.
To assist in the verification process, I would appreciate it if you could provide the following information:
- Employment dates
- Job title
- Salary information (if applicable)
- Reason for leaving (if applicable)
This information will be kept confidential and used solely for the purpose of verifying the employment details of [Employee's Name].
Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.
Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]