

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: DHS Verification Letter

Dear [Recipient's Name],

This letter is to confirm that [Employee/Applicant's Full Name] has been employed with [Your Organization's Name] since [Start Date] and holds the position of [Job Title].

We verify that [he/she/they] has been in good standing and fulfills the responsibilities associated with [his/her/their] role.

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

Sincerely,

[Your Name]

[Your Title]

[Your Organization's Name]

[Your Organization's Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]