

[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]

Subject: DHS Verification Letter

Dear [Recipient's Name],

This letter is to confirm that I, [Your Name], am a verified employee at [Company's Name]. I have been employed with the company since [Start Date] in the position of [Job Title]. My employment status has been verified with the Department of Homeland Security, ensuring that I am authorized to work in the United States.

Please find attached the supporting documents that affirm my legal work status. If you require any further information or have any questions, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title] (if applicable)  
[Company's Name] (if applicable)