

[Your Organization's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Verification of Employment/Residency

Dear [Recipient's Name],

This letter serves to verify the status of [Employee/Individual's Name] for the purposes of the Department of Homeland Security (DHS) requirements.

**\*\*Employee/Individual Information\*\*:**

- Full Name: [Employee/Individual's Name]
- Date of Birth: [Date of Birth]
- Position/Title: [Position/Title]
- Employment Dates: [Start Date] to [End Date] or "Present"
- Address: [Employee/Individual's Address]

**\*\*Verification Details\*\*:**

[Provide any specific details required by DHS regarding employment or residency, such as job responsibilities, current status, or any other relevant information.]

If you have any further questions regarding this verification, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Organization's Phone Number]

[Organization's Email Address]