

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for EWOL (Employee Work Opportunity Letter)

I hope this letter finds you well. I am writing to formally request an Employee Work Opportunity Letter (EWOL) for my position as [Your Position] at [Company/Organization Name].

This letter is necessary for [briefly explain the purpose, e.g., applying for a specific program, loan, etc.]. The EWOL will assist in confirming my employment status and the nature of my role within the organization.

I greatly appreciate your attention to this matter and any assistance you can provide. If needed, I am available to discuss this further at your convenience.

Thank you for your support.

Sincerely,

[Your Name]
[Your Position]
[Company/Organization Name]