[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Employer's Name],
I am writing to formally request a statement of employment verification for my records and for [specific purpose, if applicable, e.g., applying for a mortgage, loan, etc.].
Please confirm my employment details as follows:
- Full Name: [Your Full Name]
- Job Title: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date or "Present"]
- Salary: [Your Salary or "Not Disclosed"]
I would appreciate it if you could include this information in your response. If you require further details or have any specific forms to complete, please let me know.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Job Title]