

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request an employment verification letter for my records. I am currently in the process of [explain purpose, e.g., applying for a loan, rental agreement, new job, etc.] and an employment verification document is required.

I would appreciate it if the letter could include the following details:

- My job title
- Dates of employment
- Salary information (if applicable)
- Job responsibilities or a brief description of my role

If you could provide this document at your earliest convenience, I would greatly appreciate it. Please let me know if you need any additional information from my side to facilitate this request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Job Title (if applicable)]
[Your Employee ID (if applicable)]