

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Employer's Name]
[Employer's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request a job stability letter. I have been employed with [Company Name] since [Start Date], and I am seeking a confirmation of my employment status for [specific purpose, e.g., applying for a loan, renting an apartment, etc.].

In my time at [Company Name], I have held the position of [Your Position] and have contributed to various projects such as [briefly list key contributions or projects]. My current salary is [Your Salary], and I foresee a stable employment future within the organization.

I would appreciate your assistance in providing a letter that verifies my employment and attests to my job stability. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title]