

[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 hope this message finds you well. I am writing to request verification of employment for [Employee's Name], who lists your company as their employer.

[Employee's Name] was employed by [Company Name] from [Start Date] to [End Date or Present]. We would appreciate your confirmation of their job title, responsibilities, and dates of employment. This information is required for [purpose of verification, e.g., loan application, rental application].

Please feel free to reach me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information. Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Position] (if applicable)
[Your Company Name] (if applicable)