

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

[Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]

Subject: Occupation Certificate Letter

Dear [Recipient's Name],

I, [Your Name], am a freelance [Your Occupation] with [number] years of experience in the industry. I am writing to certify my occupation and provide verification of my professional status as a freelancer.

As a freelancer, I have been engaged in various projects including [briefly describe the types of projects or clients you have worked with]. My work primarily involves [list specific tasks or services you provide], and I have successfully collaborated with [mention any notable clients or companies, if applicable].

This letter serves to confirm my capacity as a freelancer and my commitment to delivering quality work within the stipulated deadlines. Should you require further information or verification, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Your Business Name (if applicable)]