

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

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

Dear [Recipient's Name],

I am writing to formally request verification of my employment for the purpose of obtaining a TN Visa under the United States-Mexico-Canada Agreement (USMCA).

I am currently employed at [Company Name] as a [Job Title], where my responsibilities include [briefly describe your job duties]. My employment began on [start date] and continues to the present.

Please provide verification of my employment status, including my job title, dates of employment, and any additional information that may assist in the processing of my TN Visa application.

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

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Job Title]
[Company Name]