

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

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

Dear [Recipient's Name],

Subject: Status Verification Request

I hope this message finds you well. I am writing to formally request verification of my current status with [Company/Organization Name].

Please find the necessary details below for your reference:

- Full Name: [Your Full Name]
- Position: [Your Position/Title]
- Employment Dates: [Start Date] to [End Date or Present]

I would appreciate it if you could confirm my status and provide any relevant information regarding my position at your earliest convenience.

Thank you for your assistance.

Sincerely,

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