

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request verification of my previous employment status at [Company's Name]. I was employed there from [Start Date] to [End Date] in the position of [Your Job Title].

Could you please confirm my employment dates and job title for the purpose of [reason for verification, e.g., a new job application, loan application, etc.]? Your assistance in this matter would be greatly appreciated.

Thank you for your time and support.

Sincerely,
[Your Name]