

[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 letter finds you well. I am writing to formally request employment verification regarding my time at [Company's Name]. I am currently in the process of [reason for verification, e.g., applying for a loan, a new job, etc.] and the verification of my employment is necessary.

Please confirm the following details regarding my employment:

- Your name
- My job title
- Dates of employment (start and end)
- Salary (if applicable)

If you could provide this information at your earliest convenience, I would greatly appreciate it. You can send your response to my email address or the mailing address listed above.

Thank you for your assistance.

Sincerely,

[Your Name]