

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

Dear [Recipient Name],

I am writing to formally document my work experience at [Company Name] from [Start Date] to [End Date]. During this time, I held the position of [Your Job Title] and was responsible for [briefly describe your responsibilities and tasks].

Key accomplishments during my tenure include:

- [List specific achievements or projects]
- [List specific achievements or projects]
- [List specific achievements or projects]

This experience has significantly contributed to my professional growth, enhancing my skills in [mention specific skills] and providing valuable insights into [mention relevant industry or field].

I appreciate the opportunity to have been a part of [Company Name] and would be grateful if you could provide a formal letter confirming my work experience.

Thank you for your support.

Sincerely,

[Your Name]