

[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 submit my work experience documentation as requested.
Attached you will find the necessary forms and details pertaining to my
recent position at [Company Name].

Please let me know if you require any additional information or
clarification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]