

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Subject: Verification Letter for WZLX

Dear [Recipient Name],

This letter is to formally verify that [Employee's Name] has been employed at [Company Name] since [Date of Employment] and currently holds the position of [Employee's Position].

If you require any further information or clarification regarding [Employee's Name], please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]