

[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 verification of my address as part of the employment records.

[Your Address]

I kindly ask that you verify this address with the necessary departments within the company to ensure that all my records are accurate and up to date.

Thank you for your attention to this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Job Title]