[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]
Dear [Employer's Name],
Subject: Employment Address Verification
I am writing to formally request verification of my employment details, specifically regarding my job title and the address of the company. This information is necessary for [reason for verification, e.g., background check, rental application, etc.].
Please verify the following details:
- Employee Name: [Your Name]
- Position: [Your Job Title]
- Employment Dates: [Start Date] to [End Date or "Present"]
- Company Address: [Company Address]
I would appreciate your prompt attention to this request and kindly ask that you respond by [specific date if necessary].
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]