

[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 message finds you well. I am writing to formally request employment verification for [Employee's Name], who has requested this information for [specific purpose, e.g., loan application, rental agreement, etc.].

Please confirm the following details regarding [Employee's Name]:

- Position Title
- Dates of Employment
- Employment Status (Full-time/Part-time)
- Salary Information (if applicable)

If you could provide this information at your earliest convenience, it would be greatly appreciated. If there are any forms or identification needed, please let me know.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position/Relation to Employee]  
[Your Company/Organization Name]