

Employment Certificate Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an employment certificate for the purpose of a background check. The certificate will serve as a verification of my employment details as part of the process for [specify purpose, e.g., a new job application, loan application, etc.].

Please include the following details in the employment certificate:

- My full name: [Your Full Name]
- Job title: [Your Job Title]
- Employment period: [Start Date] to [End Date]
- Department: [Your Department]

Thank you for your assistance in this matter. Should you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]