Employment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to request employment verification for the purpose of securing a car loan. I am applying for a loan with [Lender's Name], and they require confirmation of my employment status.

Below are my employment details:

- Employee Name: [Your Name]
- Position: [Your Job Title]
- Company: [Company Name]
- Employment Start Date: [Start Date]
- Annual Salary: [Your Salary]

Please feel free to contact my HR department at [HR Contact Information] for verification.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]