Employment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to formally request verification of employment as I require this information for court proceedings related to [briefly explain the purpose]. My employment details are as follows:

- Name: [Your Full Name]
- Job Title: [Your Job Title]
- Department: [Your Department]
- Employment Dates: [Start Date] to [End Date, or 'Present' if still employed]

Please include details such as job title, dates of employment, and salary if applicable. If you require any additional information, feel free to contact me at the phone number or email address listed above.

Thank you for your assistance in this matter. I appreciate your prompt attention to this request.

Sincerely,

[Your Name]