

Employment Verification Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to request employment verification as part of my application for a credit card. Please provide confirmation of my employment status, including my job title, dates of employment, and salary information.

My details are as follows:

- Name: [Your Full Name]
- Employee ID: [If applicable]
- Department: [Your Department]

Thank you for your assistance in this matter. Please feel free to contact me at the phone number or email address listed above if you require any additional information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]