

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request employment verification for [Employee's Name], who is currently employed at [Company's Name]. This verification is needed for immigration purposes.

For your reference, here are the details that need to be confirmed:

- Employee's Position: [Employee's Position]
- Dates of Employment: [Start Date] to Present
- Salary: [Employee's Salary]

Please feel free to contact me at [Your Phone Number] or [Your Email] if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]