Employment Verification Request

Date: [Insert Date]

[Employee's Name]
[Employee's Address]
[City, State, Zip Code]

[Employer's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request verification of employment for [Employee's Name], who is currently applying for a mortgage. This information is essential for their mortgage application process.

Could you please provide the following details:

- Employee's Job Title
- Employment Start Date
- Current Employment Status (Full-time, Part-time, etc.)
- Annual Salary/Wage

Your assistance in this matter would be greatly appreciated. Please send the information to the below email or fax number:

[Your Email Address]
[Your Fax Number]

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Phone Number]