

Employment Verification Request

Date: **[Insert Date]**

To Whom It May Concern:

I am writing to formally request verification of employment for **[Employee's Name]**, who has applied for a rental property at **[Property Address]**.

Please confirm the following details:

- Employee's Job Title
- Dates of Employment
- Current Employment Status
- Annual Salary (if permissible)

This information will be kept confidential and used solely for the purpose of their rental application.

Thank you for your attention to this matter. Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** if you have any questions.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]