[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I am writing to request verification of my employment for the purpose of applying for Social Security benefits. Below are the details of my employment:

- Employee Name: [Your Name]
- Job Title: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date or Present]
- Current Salary: [Your Salary]

This information is needed to support my application, and I kindly ask that you provide a letter confirming the above details on company letterhead.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]