

# Employment Verification Request

Date: [Insert Date]

To Whom It May Concern,

I hope this message finds you well. My name is [Your Name], and I am writing to request employment verification for [Employee's Name], who is currently employed with [Company Name] as [Job Title]. This request is in relation to their application for student loan processing.

The details required to validate employment status include:

- Employee's Job Title
- Employment Start Date
- Current Status (Full-Time/Part-Time)
- Annual Salary or Hourly Rate

We appreciate your prompt assistance with this matter. Please send the verification directly to [Loan Provider's Name] at [Loan Provider's Email/Address]. If you have any questions or require further information, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]