

[Your Company Letterhead]

[Date]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

This letter is to verify the employment of [Employee's Name] at [Company Name]. [Employee's Name] has been employed with us since [Start Date] and holds the position of [Job Title].

[Employee's Name] currently earns a salary of [Salary Amount] per [Year/Month/Hourly].

If you have any further questions regarding [Employee's Name]'s employment, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]