Employment Verification Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]

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

Dear [Employer's Name],

I am writing to formally request verification of my employment with [Company's Name]. I am in the process of [explain purpose, e.g., applying for a loan, renting an apartment] and need confirmation of my employment details.

Here are the details I would like to verify:

- Name: [Your Full Name]
- Position: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date or Present]
- Salary (if applicable): [Your Salary]

Thank you for your assistance with this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require any further information.

Sincerely,
[Your Name]