

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

[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request verification of employment for [Employee's Name], who is seeking professional licensure. [Employee's Name] was employed at [Company/Organization Name] from [Start Date] to [End Date] in the position of [Job Title].

For the purpose of the application process, could you please confirm the following details:

- Employment Dates
- Job Title
- Job Responsibilities

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information. Your assistance in this matter is greatly appreciated.

Thank you for your prompt attention to this request.

Sincerely,  
[Your Name]  
[Your Job Title/Position, if applicable]