

Employment Verification Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, ZIP Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request an employment verification for [Employee's Name], who has applied for public assistance and requires verification of their current employment status.

Please provide the following information:

- Employment start date
- Current position/title
- Hours worked per week
- Annual salary or hourly wage

Your prompt response to this inquiry would be greatly appreciated as it will assist in the timely processing of their application. Please feel free to contact me at [Your Phone Number] or [Your Email] if you have any questions.

Thank you for your attention to this matter.

Sincerely,

[Your Name]