

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to request your assistance in providing employment verification for [Employee's Name], who has applied for a rental agreement at [Property Address]. This verification is required to confirm their employment status as part of the rental application process.

Please provide the following details:

- Employee's position
- Length of employment
- Current salary (if applicable)
- Employment status (full-time/part-time)

Thank you for your assistance.

Sincerely,

[Your Name]