

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request employment verification as part of my refinancing application with [Lender's Name]. This verification is necessary to confirm my employment status and income.

Please provide the following information:

- My position/title: [Your Position]
- Length of employment: [Start Date] to Present
- Current salary or hourly wage

Your prompt assistance with this request is greatly appreciated, as it will help expedite the refinancing process. If you have any questions or need additional information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]