

Employment Verification Request

Date: [Insert 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 an employment verification letter as part of my scholarship application process.

As you know, I am currently [Your Position] at [Company Name], and my work here has been an integral part of my professional development. The scholarship requires verification of my employment status, including my position, duration of employment, and salary information.

If possible, please include the following details in the verification letter:

- Your name and title
- My position with the company
- Dates of employment (start date to present)
- Salary information (if appropriate)

Thank you for considering my request. The deadline for submission is [Insert Deadline]. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you very much for your support.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]