

# Validation Request for Past Work Experience

Date: [Insert Date]

To,  
[Recipient's Name]  
[Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request validation of my past work experience with [Company's Name] during my tenure as [Your Job Title] from [Start Date] to [End Date].

This experience has been vital in my professional development, and I am currently in the process of [explain the purpose, e.g., applying for a new position, further education]. Validation of my role, responsibilities, and contributions would greatly assist me in this endeavor.

Please let me know if you require any additional information or documentation to process my request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]  
[Your Contact Information]  
[Your Address]