Employment History Inquiry

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 formally request verification of my employment history with [Company Name]. I am in the process of [reason for inquiry, e.g., applying for a new job, verifying information for a loan, etc.], and I need to confirm the details of my employment.

For your reference, my employment details are as follows:

- Position: [Your Job Title]
- Department: [Your Department]
- Dates of Employment: [Start Date] to [End Date]

I would appreciate it if you could provide a letter stating my job title, dates of employment, and any other relevant details. If you need any additional information to process this request, please let me know.

Thank you for your assistance.

Sincerely,
[Your Name]