

Work Experience Verification Request

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 verification of my work experience at [Company's Name] during the period of [Start Date] to [End Date]. I am currently in the process of applying for a new position, and the potential employer requires confirmation of my employment details.

Could you kindly confirm the following information?

- My job title
- Employment dates
- Responsibilities and duties performed

Please let me know if you require any further information or if there are any forms to be completed for this verification process. I appreciate your assistance in this matter.

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]