

[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 hope this letter finds you well. I am writing to formally inquire about the employment verification process, specifically regarding my absence from work during the period of [insert dates].

Due to unforeseen circumstances, I was unable to fulfill my work responsibilities, and I would like to confirm that my absence is recorded accurately in my employment record.

If there are any additional details or documents required from my side to facilitate this inquiry, please let me know. 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]