

Request for Verification of Absence in Employment

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally request verification regarding my absence from work during the period of [insert absence dates]. As [insert your position] at [Company's Name], I am required to provide this information for [insert reason, e.g., applying for unemployment benefits, leave documentation, etc.].

During my absence, I [briefly explain reason for absence, e.g., was on medical leave, took family leave, etc.], and I appreciate your understanding in this matter. I would be grateful if you could provide a verification letter or any relevant documentation confirming my absence.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]