

# Employment Verification Request Letter

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 request an employment verification letter for [Employee's Name], who is currently employed at [Company's Name]. This verification is required for the purpose of securing a mortgage.

Please confirm the following details regarding [Employee's Name]'s employment:

- Job Title
- Start Date
- Current Salary
- Employment Status

Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]