

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to verify the professional title of [Employee's Name] who was employed with us at [Your Company] from [Start Date] to [End Date]. During this time, [Employee's Name] held the position of [Employee's Position].

If you require any additional information or have further questions regarding their employment, please feel free to reach out to me via the contact information provided above.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Position]