

Date: [Insert Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this letter finds you well. We are writing on behalf of [Applicant's Name], who has applied for a position at our agency, [Agency Name], and has listed you as a reference for employment verification.

We would greatly appreciate your assistance in validating their employment history. Specifically, we would like to confirm the dates of employment, job title, and responsibilities held during their time at your organization.

If possible, please provide your feedback on [Applicant's Name]'s work performance and character, as it would be immensely helpful in our evaluation process.

Thank you for your time and support. Should you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]

[Your Job Title]

[Agency Name]

[Agency Address]

[City, State, Zip Code]