

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Employer's Name or HR Department]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Employer's Name or HR Department],

I am writing to request verification of employment for [Employee's Name], who has applied for [purpose, e.g., loan application, rental application, etc.]. We would appreciate your assistance in confirming the following details:

- Job Title:
- Dates of Employment:
- Salary (if permissible):
- Employment Status (Full-time/Part-time):

Please let me know if you require any additional information or if there are forms or procedures that I need to follow for this request.

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

Sincerely,
[Your Name]