

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of my work history with [Company's Name], specifically regarding my employment from [Start Date] to [End Date].

This confirmation is needed for [specific purpose, e.g., a background check, a new job application], and your timely assistance would be greatly appreciated.

If you need any further details or information from my side, please do not hesitate to contact me at [your phone number] or [your email address].

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

Sincerely,

[Your Name]