

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Employment Record Validation

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the validation of my employment records with [Company Name] for the period of [Employment Dates]. I am currently in the process of [explain the reason, e.g., applying for a new job, loan application etc.], and I need to verify my employment history.

My details are as follows:

- Full Name: [Your Full Name]
- Position Held: [Your Position]
- Department: [Your Department]
- Dates of Employment: [Start Date] to [End Date]

I would appreciate it if you could provide a validation of my employment record, including my job title, dates of employment, and any other relevant details. If you require any additional information to process this request, please do not hesitate to contact me.

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

Sincerely,

[Your Name]