Employment Confirmation Inquiry

Date: [Insert Date]

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

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

Dear [Employer's Name],

I hope this message finds you well. I am writing to request your assistance in confirming my employment with [Company's Name] as part of my visa application process.

My details for confirmation are as follows:

- Employee Name: [Your Name]
- Job Title: [Your Job Title]
- Employment Start Date: [Start Date]
- Current Employment Status: [Full-Time/Part-Time]

It would be greatly appreciated if you could provide a written confirmation on company letterhead, detailing my employment status and any other relevant information required for the application.

Thank you for your attention to this matter. Should you need further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]