Employment Confirmation Request

Date: [Insert Date]

To Whom It May Concern,

I am writing to request confirmation of employment for [Employee's Name], who has applied for a credit application with [Creditor's Name]. [Employee's Name] has been employed with us since [Start Date] and currently holds the position of [Job Title].

For verification purposes, we kindly ask you to confirm the following details:

- Employment Status
- Job Title
- Start Date
- Current Salary (if permissible)

If you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Company Address]

[Your Company Phone Number]