

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[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 a confirmation of my employment as part of my application for a loan. The lending institution requires a formal letter verifying my position and duration of employment.

Below are the details that may be needed for the confirmation:

- Employee Name: [Your Name]
- Position: [Your Job Title]
- Start Date: [Your Start Date]
- Salary: [Your Salary]

Your assistance in providing this confirmation would be greatly appreciated, and I would be happy to provide any additional details if needed.

Thank you for your time and support.

Sincerely,

[Your Name]