

# Employment Confirmation Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company/Institution Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a confirmation of my employment at [Company/Institution Name] as part of my application process for [specific professional licensing].

Details of my employment are as follows:

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

Your confirmation is essential for my licensing application, and I would greatly appreciate it if you could provide it at your earliest convenience. If you require any additional information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Email Address]