

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Bank Manager's Name],

I am writing to formally request verification of my employment at [Your Company Name] for the purpose of fulfilling the requirements for [specific purpose, e.g., mortgage application, loan processing, etc.].

Below are the details required for the verification:

- Employee Name: [Your Name]
- Position: [Your Job Title]
- Employment Start Date: [Start Date]
- Current Employment Status: [Full-time/Part-time]
- Annual Salary: [Your Salary]

Please feel free to contact my HR department at [HR Contact Phone Number] or [HR Email Address] for any additional information you may need to complete this verification.

Thank you for your attention to this matter.

Sincerely,

[Your Name]