

Employment Verification Request

Date: [Insert Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am writing to request an employment verification letter for [Employee's Name], who is currently employed at [Company's Name]. This letter is needed to update immigration status documentation.

Please include the following information in your verification letter:

- Employee's full name
- Job title
- Employment start date
- Current employment status (full-time/part-time)
- Salary or wage (optional)

Your prompt assistance in providing this documentation would be greatly appreciated, as it is vital for [Employee's Name]'s immigration process. Please send the verification letter to [Your Email Address] or [Your Mailing Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]