

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Employer's Name],

I am currently in the process of securing a rental agreement and require a verification of my employment status. I kindly request your assistance in providing an employment verification letter that includes the following information:

- My position/title
- Employment status (full-time/part-time)
- Start date of employment
- Salary (if applicable)

The verification will help facilitate my rental application and is greatly appreciated. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]