

Request for Non-Filing Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a non-filing confirmation for my employment verification process. I am in the process of [explain purpose, e.g., applying for a new job, securing a loan], and the verification of my employment status is a crucial component of this process.

For your reference, my details are as follows:

- **Name:** [Your Full Name]
- **Social Security Number:** [Your SSN]
- **Date of Birth:** [Your DOB]
- **Previous Employer:** [Name of Company]
- **Employment Dates:** [Start Date] to [End Date]

Please send the confirmation to my email or mailing address provided above at your earliest convenience. I appreciate your assistance with this matter.

Thank you for your attention to this request.

Sincerely,

[Your Name]