

Letter of Appeal for Employment Confirmation

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I hope this message finds you well. I am writing to formally appeal for the confirmation letter regarding my employment with [Company's Name], as I have not yet received it despite my [mention duration] of service and contributions to the team.

The absence of this documentation is causing complications for me, particularly with [mention any specific issues, e.g., verification for loans, visa processing, etc.]. I have valued my time and experience at [Company's Name], and having an official confirmation of my employment would greatly assist me in addressing these matters.

I would greatly appreciate your prompt attention to this request. Thank you for considering my appeal, and I look forward to your positive response.

Warm regards,

[Your Name]

[Your Job Title]