

[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 request proof of my employment status with [Company's Name]. I need this verification as part of [reason for the request, e.g., applying for a loan, renting an apartment, etc.].

My details are as follows:

Name: [Your Name]

Position: [Your Job Title]

Employment Dates: [Start Date] to Present

Please let me know if you require any additional information to process my request. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]