

Request for Proof of Employment Documentation

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request proof of employment documentation. I am currently in need of this information for [reason, e.g., a loan application, rental agreement, etc.]. My employment details are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your Employee ID]
- Position: [Your Position]
- Date of Employment: [Start Date] - Present

I would greatly appreciate it if you could provide this documentation at your earliest convenience. Should you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]