

Employment Verification Request

Date: [Insert 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 verification of employment for [Employee's Name], who has applied for [specific opportunity, e.g., a loan, lease, new job, etc.].

[Employee's Name] was employed at [Company's Name] from [Start Date] to [End Date]. Please confirm their job title and employment duration to assist us in the evaluation process.

If you could provide this information at your earliest convenience, I would greatly appreciate it. Should you need any further information, please do not hesitate to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]