

Request for Employment Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 request verification of my employment as part of the application process for [insert purpose, e.g., a new job, loan application, etc.]. I worked at [Company's Name] from [Start Date] to [End Date] in the capacity of [Your Position].

For your reference, please find my details below:

- Full Name: [Your Full Name]
- Job Title: [Your Job Title]
- Dates of Employment: [Start Date] to [End Date]

If you could provide me with a verification letter confirming my employment details, it would be greatly appreciated. Please let me know if you require any further information from my side.

Thank you for your assistance on this matter.

Sincerely,

[Your Name]