Request for Work Verification Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a work verification letter for my employment at [Company Name], where I worked as a [Your Job Title] from [Start Date] to [End Date].

The verification letter will be used for [specific purpose, e.g. applying for a new job, loan application, etc.]. It would greatly assist me if the letter includes details such as my position, employment dates, and a summary of my responsibilities.

Thank you for your attention to this matter. I appreciate your help and look forward to your prompt response.

Sincerely,

[Your Name]