Employment Verification Request

Date: [Insert Date]

To: [Lender's Name]

Lender's Address: [Lender's Address]

Re: Employment Verification for Mortgage Application

Dear [Lender's Name],

I am writing to request verification of employment for [Employee's Name], who has applied for a mortgage with your institution.

Employee's Details:

- **Full Name:** [Employee's Name]
- **Position:** [Employee's Position]
- **Employment Start Date:** [Start Date]
- **Current Salary:** [Current Salary]

Please confirm the above information at your earliest convenience, as it is crucial for completing the mortgage application process. You may reach me at [Your Phone Number] or [Your Email Address] for any further information needed.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]