

# Verification Request for Contractor Trade Background

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request verification of the trade background of [Contractor's Name] who has applied for a position with us at [Your Company]. We value the integrity and credibility of our contractors and want to ensure all necessary assessments are complete.

Specifically, we would like to confirm the following details:

- Duration of employment
- Type of services provided
- Any certifications or licenses held
- Performance feedback or evaluations

Please provide any relevant documentation or insights at your earliest convenience. Your assistance in this matter is greatly appreciated, and we assure you that this information will remain confidential.

Thank you for your prompt attention to this request. Should you have any questions, please feel free to contact me directly at [Your Phone Number] or [Your Email].

Best regards,

[Your Name]

[Your Position]

[Your Company]