Dear [Insert full name of employer here],

I am writing to ask if you could compose a verification of employment letter on my behalf.

I am currently in the process of [Insert reasoning for needing an employment verification letter here], and they need a verification of employment letter to assess my qualifications for consideration.

I can send you further contact details and a template if you need it.

Thank you in advance,

[Insert your first and last name here]

[Insert contact details if writing to a previous employer]