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| --- | --- |
| **[Sender Name]** | [Email] |
| [Sender Title] | [Address] |
|  | [Phone] |

TO **[Receiver Name]** **[Receiver Title]**

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]**