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

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

Hi Nancy,

I am applying for a mortgage, and the lending company has requested proof of my employment. They’ve asked that you verify my dates of employment, job title and current salary.

Their address is:

XYZ Lending Company

123 Oak Street

Seattle, WA 98101

They also accept verification via fax at 503-555-0102. Please let me know if there’s anything else you need.

Thanks!

Emilio Silva

Quality Assurance Engineer

ABC Company