



ACME GLOBAL
company

Example Company
123 Maple Street, Anytown, OH, 77002
info@example.com
www.example.com
(123) 1234567

EMPLOYMENT VERIFICATION REQUEST

TO

Dear _____,

I applied for a mortgage and the mortgage company requires me to submit an employment verification letter in a sealed envelope and with wet-ink signature.

The employment verification letter should include the following details:

- Employee name
- Job position or title
- Job description
- Company name
- Hiring date
- Monthly salary

I can pick-up the letter when it's ready and I will send it to the mortgage company.

Let me know if you have any questions.

Best regards,



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