

[Your Name/Business Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Title/Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Verification of Independent Contractor Status

To Whom It May Concern,

This letter serves to verify that [Contractor Name] is currently performing services for [Your Business Name] as an Independent Contractor. The contractual relationship commenced on [Start Date].

As an independent contractor, [Contractor Name] is not an employee of [Your Business Name]. Consequently, they are responsible for their own self-employment taxes, insurance, and equipment. They are compensated on a [Project-based / Hourly / Monthly] basis for the following services: [Brief Description of Services].

For the current calendar year, [Contractor Name] has been paid a total of \$[Amount] to date. Please note that as an independent contractor, no federal, state, or local taxes are withheld from these payments, and we issue a Form 1099-NEC at the end of the fiscal year.

If you require any further information or additional documentation regarding this contract, please feel free to contact me directly at [Your Phone Number].

Sincerely,

[Signature]

[Printed Name]
[Title]