

[Your Name]
[Your Title/Position]
[Your Company Name]
[Your Email Address]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Company Name]
[Recipient Address]

Subject: Verification of Creative Work for [Candidate Name]

Dear [Recipient Name],

I am writing to verify the professional contributions of [Candidate Name], who is currently applying for the position of [Job Title] at [Your Company Name].

As part of our recruitment process, we are reviewing [Candidate Name]'s creative portfolio. They have listed the following projects as work completed during their time at [Recipient Company Name]:

- **Project Name:** [Project 1 Name]
- **Role:** [e.g., Art Director / Copywriter]
- **Specific Contributions:** [Brief Description]

- **Project Name:** [Project 2 Name]
- **Role:** [e.g., Art Director / Copywriter]
- **Specific Contributions:** [Brief Description]

Could you please confirm the following:

1. Was the candidate employed or contracted by your agency during the time these projects were produced?
2. Is the description of their role and specific contribution to these creative assets accurate?
3. Are there any other team members who should be credited for the core concepts of these projects?

We value the integrity of creative credits and appreciate your assistance in ensuring our records are correct. Your response will be kept confidential.

Thank you for your time and for your contribution to maintaining industry standards.

Sincerely,

[Your Signature]

[Your Printed Name]