

[Date]

[Recipient Name]

[Recipient Title/Department]

[Company Name]

[Company Address]

**Subject: Verification of Portfolio Authenticity - [Applicant Name]**

To Whom It May Concern,

I am writing this letter to formally verify the authenticity of the creative works presented in the portfolio of [Applicant Name]. During [his/her/their] tenure at [Company Name] from [Start Date] to [End Date], [Applicant Name] served as [Job Title, e.g., Senior Art Director].

I can confirm that the following projects included in [his/her/their] portfolio were executed under my supervision:

- [Project Name 1]: [Applicant Name] was responsible for [Briefly describe role, e.g., concept development, visual strategy, and leading the design team].
- [Project Name 2]: [Applicant Name] served as the primary creative lead for [Briefly describe contribution].
- [Project Name 3]: [Applicant Name] directed the artistic vision and oversaw the final production of [Briefly describe contribution].

The work displayed accurately reflects [Applicant Name]'s professional contributions, creative direction skills, and technical execution. The conceptual frameworks and final visual assets were developed by [him/her/them] or under [his/her/their] direct oversight as an Art Director.

Should you require any further information or specific details regarding these projects, please feel free to contact me.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company]

[Your Email Address]

[Your Phone Number]