

[Your Name]
[Your Title]
[Your Contact Information]
[Date]

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

Subject: Portfolio Authentication Request - [Project Name/Your Name]

Dear [Recipient Name],

I am currently updating my professional design portfolio and am writing to request a formal authentication of the work I performed during my tenure at [Company Name] from [Start Date] to [End Date].

As a Senior Designer, I led several key initiatives. I would appreciate your confirmation that I was the primary designer/lead for the following projects:

- [Project Name 1]: [Brief description of your role and contribution]
- [Project Name 2]: [Brief description of your role and contribution]
- [Project Name 3]: [Brief description of your role and contribution]

The purpose of this request is to ensure that all intellectual property boundaries are respected while accurately representing my professional history to future clients or employers. If there are specific confidentiality or NDA guidelines I should follow regarding the display of these visual assets, please let me know.

Please indicate your verification by signing below or by replying to this email with your approval.

Thank you for your time and for the opportunity to have contributed to the team.

Sincerely,

[Your Signature]

[Your Printed Name]

Authentication Approval:

I confirm that the projects listed above were completed by [Your Name] in the capacity stated.

Signed: _____

Date: _____