

URGENT: Employment History Verification Request

Date: [Insert Date]

To: [Name of Recipient/HR Department]

Company: [Name of Former Employer]

Email: [Email Address]

Phone: [Phone Number]

Dear [Name of Contact Person or HR Manager],

I am writing to formally request an urgent verification of my employment history with [Name of Former Employer]. I have recently applied for [a new position/a mortgage/a security clearance] and require this documentation to finalize my application by [Deadline Date].

Please provide a letter or document containing the following details:

- Job Title/Position
- Dates of Employment (Start Date and End Date)
- Final Salary/Hourly Rate
- Brief description of duties (if possible)

Employee Information for Identification:

Full Name: [Your Full Name]

Date of Birth: [Your DOB]

Social Security Number (Last 4 digits): [Optional - XXXX]

Employee ID Number: [Optional - If known]

Attached to this request, you will find my signed authorization form permitting the release of this information.

Given the time-sensitive nature of this request, I would greatly appreciate it if you could send the completed verification to [Recipient Email/Your Email] or via fax to [Fax Number] no later than [Date].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]