

Date: [Insert Date]

To: [Recipient Name/Hiring Department]

[Company Name]

[Company Address]

Subject: Verification of Independent Consulting Period

Dear [Recipient Name],

This letter is to formally verify that I, [Your Full Name], was engaged in independent consulting and freelance project management during the period from **[Start Date]** to **[End Date]**. This period accounts for the gap indicated on my professional resume.

During this timeframe, I operated as an independent contractor providing services in [Insert Specialization/Industry, e.g., Software Development/Marketing Strategy]. My responsibilities and key deliverables included:

- [Project/Client 1]: Description of work and key achievement.
- [Project/Client 2]: Description of work and key achievement.
- [Project/Client 3]: Description of work and key achievement.

This period of self-employment allowed me to further develop my skills in [Skill A] and [Skill B] while delivering measurable results for various clients. I am happy to provide client references or work samples upon request to further validate this experience.

Please feel free to contact me if you require additional documentation or information regarding this period of my career.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]