TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS:** **[Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE:**  **[Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Formal Business Letter

Dear **[Name],**

I'm writing to verify that **[Name]** has been working for **[Name]** since **[Date]**.

Please feel free to reach out to me if you need any further information.

**[Additional Information About Your Contact Information Or The Employee].**

Sincerely

**[Name]**