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 am writing this letter to verify that **[Name]** has been employed at **[Company Name]** for **[#]** years in our marketing department. Specifically, he began his employment with us as a content specialist on **[Date]**.

If you need any additional information, please contact me at **[Phone No].**

Best regards

**[Name]**