Janice Montgomery  
Human Resources Manager  
Martin & Martin Incorporated  
100 Main Street, Ste. 100  
Spokane, WA 99201

July 1, 20XX

Julia Sanchez

Manager  
Archer Studios  
34 Otis Drive, Ste. 500  
Spokane, WA 99201

Dear Ms. Sanchez,

This letter is to verify that Bob Smith was employed at Martin & Martin Incorporated from January 3, 20XX to March 1, 2019.

If you require any additional information regarding Bob, please feel free to contact me at 555-765-XXXX.

Sincerely,

(Handwritten Signature)

Janice Montgomery