**Holly Tennant**

Human Resources Department  
Tennant & Associates  
88 Truth Lane  
Worcester, MA 01604

August 14, 20XX

To:

Northeastern Bank and Creditors  
111 Financial Way  
Worcester, MA 01604

To Whom it May Concern,

This letter is to verify that Vanessa Greene is employed with Tennant & Associates as a customer service representative.  
Vanessa has been employed with us for the past two years. She is currently a full time employee with a compensation level of $33,000 per year.  
Please let me know if you have any further questions regarding Vanessa’s employment. I can be reached via phone at (555) 555-5555 or by email at holly@tennant.com.

Sincerely,

Holly Tennant