
Sample Employment Verification Letter

Sample 3: Prepared by Independent Contractor using DBA

ABC Designs LLC ***[Independent Contractor Company Letterhead]***

3/4/2015 ***[Date the employment verification letter is issued]***

To Whom It May Concern:

This is to certify that John Doe ***[Full Legal Name]*** Sr. ***[Suffix required if applicable]*** is an independent contractor doing business as ABC Designs LLC ***[Legal Company Name]*** and is working as a ***[Designation]*** since 01/31/2015 ***[Date]***.

ABC Designs LLC ***[DBA]*** is incorporated in Springfield, VA ***[City, State/Province and/or Country]***

If you have any questions regarding my employment, please contact me at 202-000-0000 ***[Contact Phone Number]***.

Sincerely,

[Signature of person issuing this letter] (Independent Contractor Signature)

[Designation] (Independent Contractor's Designation)