**Subject line:** Employment verification letter

Hi Nancy,

I am applying for a mortgage, and the lending company has requested proof of my employment. They’ve asked that you verify my dates of employment, job title and current salary.

Their address is:

XYZ Lending Company  
123 Oak Street  
Seattle, WA 98101

They also accept verification via fax at 503-555-0102. Please let me know if there’s anything else you need.

Thanks!

Emilio Silva  
Quality Assurance Engineer  
ABC Company