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**Sample 2: Prepared by Independent Contractor**

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 and is working as a [***Designation***] since 01/31/2015 [***Date***].

My work location 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)