

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:  
Name  
Address Line 1  
Address Line 2  
City, State Zip Code

Date

Name  
Company  
Address Line  
City, State Zip Code

Re: Verification of Employment

Dear :

We recently offered Name the position of executive chef at Company. On his/her resume, Name stated that he/she received his/her A.O.S. Degree in the Culinary Arts from your institution. Please verify that this information is correct.

Your prompt attention to this matter is greatly appreciated.

Sincerely,

N A M E