  
  
Date: MM/DD/YYYY

**Request: Employment Verification for [Name of Employee]**

To:

Dear Lorem Ipsum,

We are in receipt of your request for employment verification for Louis Peterson, as it relates to his application for a temporary employment visa. As the coordinator of our firm’s international internship program since 2007, I can gladly provide you with the information you seek.

Lorem Ipsum recently graduated from college with a degree in International Business. He applied and was accepted to our Global Partners Program through our branch office in his hometown of Lorem, Germany. He hopes to complete the 12-week internship program in New York and then seek permanent employment in our Germany office. The internship will commence on June 12, 2012 and end on July 20, 2012. His activities while employed in the internship program would involve training and entry-level functions in our Accounting, Finance, Investment, and Marketing departments.

We sincerely hope that Mr. Lorem Ipsum is able to obtain an employment visa and take advantage of this opportunity, which we feel will be greatly beneficial to both him and our firm. If I can be of further assistance, please contact me at (000) 000-0000 or by email at lorem@ipsum.com.

Sincerely,

Lorem Ipsum

Global Partners Internship Coordinator

<https://www.freetemplatedownloads.net/>