

To,  
Charlie Kaufman  
Verification Department Head  
Documentation Agency of America  
78 York Shire Road  
Brooklyn City, New Jersey 3478

Dated: 13<sup>th</sup> of May 20XX

Subject: Verification of employment

Respected Mr. Kaufman,

This is to inform you that Tom Hanks who has applied for a green card to your agency is an employee in our organization. I would request you to consider this letter as a verification letter of employment of Tom hanks.

Tom has been working in our organization since 10<sup>th</sup> of June 20XX. He is working in the position of a quality analyst. He has always been an efficient and hard working employee and we have no complaints against him.

It would be really great and if you could grant the green card to him. In case you require any other information from our end feel free to contact us, we will provide you with the required information.