

[Company Letterhead]

[Date]

[Recipient Name/Agency Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Qualifying Employer Status

To Whom It May Concern,

This letter is to formally verify that [**Organization Name**] is a qualifying employer for the purposes of the [**Name of Program, e.g., Public Service Loan Forgiveness (PSLF)**].

Our records confirm that [Organization Name] is registered as a:

- Government organization (Federal, State, Local, or Tribal)
- 501(c)(3) Non-profit organization
- Other type of qualifying non-profit organization

Employer Details:

Federal Employer Identification Number (EIN): [00-0000000]

Organization Address: [Full Organization Address]

I further certify that [**Employee Full Name**] is/was employed with our organization during the following period:

Employment Start Date: [Date]

Employment End Date: [Date or "Present"]

Employment Status: [Full-time / Part-time]

If you require additional documentation or have further questions regarding our organization's status, please contact [Contact Person Name] at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Organization Name]