

[Date]

[Lending Institution Name]
[Loan Servicing Department]
[Address]
[City, State, Zip Code]

Subject: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Full Name] at [Company Name] for the purpose of student loan deferment/forbearance processing.

Employment Details:

Employee Name: [Employee Full Name]
Job Title: [Job Title]
Employment Status: Full-Time
Start Date: [Start Date]
Current Salary: [Salary Amount] (Optional)

I confirm that [Employee Full Name] is currently an active employee in good standing, working an average of [Number] hours per week.

If you require any additional information or have further questions regarding this employee's status, please feel free to contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Signature]
[Name of Authorized Representative]
[Title]
[Company Name]