

[Organization Letterhead]

[Date]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State, Zip Code]

RE: Employment Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to formally verify the employment of [Employee Full Name] at [Organization Name] for the purpose of student loan deferment or forgiveness eligibility.

Organization Information:

- Organization Name: [Organization Name]
- Federal Employer Identification Number (EIN): [00-0000000]
- Tax-Exempt Status: [e.g., 501(c)(3) Nonprofit]

Employee Details:

- Employment Start Date: [Month, Day, Year]
- Employment End Date: [Month, Day, Year or "Present"]
- Job Title: [Job Title]
- Employment Status: [Full-Time or Part-Time]
- Average Hours Worked Per Week: [Number of Hours]

I certify that [Organization Name] is a qualifying nonprofit organization under the regulations of the Department of Education and that the information provided above is true and accurate according to our personnel records.

If you require additional documentation or have further questions, please contact me at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Organization Name]