

[Current Date]

[Recipient Name or Department]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Independent Contractor Services

To Whom It May Concern,

This letter is to formally verify that [Contractor Name] has performed services as an independent contractor for [Your Company Name] during the period of [Start Date] to [End Date/Present].

During this engagement, [Contractor Name] was responsible for the following duties and projects:

- [Duty or Project 1]
- [Duty or Project 2]
- [Duty or Project 3]
- [Duty or Project 4]

In providing these services, [Contractor Name] operated as an independent business entity. They provided their own equipment, maintained their own schedule, and were responsible for the methods used to achieve the required results.

Please feel free to contact me at [Phone Number] or [Email Address] if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]