

Date: [Date]

From:

[Client Name or Company Name]

[Address]

[City, State, Zip Code]

To:

[Recipient Name/Organization]

[Address]

[City, State, Zip Code]

Subject: Verification of Independent Contractor Status

To Whom It May Concern,

This letter is to formally verify that **[Contractor Name]** is currently providing services to **[Your Company Name]** as an Independent Contractor.

The details of the professional relationship are as follows:

- **Service Start Date:** [Start Date]
- **Nature of Services:** [Brief description of work, e.g., Consulting, Graphic Design, Web Development]
- **Contract Status:** [Active / Completed / Project-based]
- **Compensation Structure:** [Optional: e.g., Flat fee per project / Hourly rate]

Please be advised that [Contractor Name] is not an employee of [Your Company Name]. As an independent contractor, they are responsible for their own self-employment taxes, insurance, and equipment. They maintain the right to control the manner and means by which the services are performed.

If you require any further information or additional documentation regarding this contract, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title/Position]

[Company Name]