

[Current Date]

[Recipient Name/To Whom It May Concern]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

**Subject: Verification of Independent Contractor Agreement**

Dear [Recipient Name],

This letter is to formally verify that [Contractor Name] (the "Contractor") is currently engaged as an independent contractor with [Your Company Name].

The details of the service agreement are as follows:

- **Commencement Date:** [Start Date]
- **Current Status:** [Active/Completed/Ongoing]
- **Nature of Services:** [Brief Description of Services Provided]
- **Contract End Date:** [End Date or "N/A - Project Based"]

Please be advised that [Contractor Name] is not an employee of [Your Company Name]. As an independent contractor, they are responsible for their own equipment, taxes, insurance, and scheduling as outlined in our written agreement dated [Date of Signed Contract].

If you require any further information or additional documentation regarding this engagement, please contact me directly at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]