

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name/Organization]
[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 Full Name]** has provided services to **[Your Company Name]** as an independent contractor.

Our records indicate that the dates of service were as follows:

- **Start Date:** [Month Day, Year]
- **End Date:** [Month Day, Year or "Present"]

During this period, [Contractor Name] performed the following services: [Brief description of services/project].

Please note that [Contractor Name] was not an employee of [Your Company Name]. As an independent contractor, they were responsible for their own taxes, insurance, and equipment.

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

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Job Title]