

[Company Letterhead/Logo]

[Current Date]

[Recipient Name or Institution Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Verification of Independent Contractor Status

To Whom It May Concern,

This letter is to confirm that **[Contractor Name/Business Name]** is currently engaged as an independent contractor for **[Company Name]**.

Contract Details:

- **Start Date:** [Date]
- **End Date:** [Date or "Ongoing"]
- **Nature of Services:** [Brief description of services provided]
- **Payment Terms:** [Brief description, e.g., monthly retainer or project-based fee]

Please be advised that **[Contractor Name]** is not an employee of **[Company Name]**. As an independent contractor, they are responsible for their own self-employment taxes, insurance, and equipment. This relationship is governed by a written agreement between the parties.

If you require any further information, please feel free to contact the undersigned at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Representative]

[Job Title]

[Company Name]