

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Street Address]

[City, State, Zip Code]

Subject: Verification of Independent Contractor Status - [Contractor Name]

To Whom It May Concern,

This letter serves to formally verify that **[Contractor Name]** (Tax ID/SSN: [ID Number]) is currently engaged as an independent contractor with **[Your Company Name]**.

The details of the professional engagement are as follows:

- **Engagement Start Date:** [Start Date]
- **Contract End Date:** [End Date or "Ongoing"]
- **Nature of Services:** [Brief Description of Services Provided]
- **Payment Frequency:** [e.g., Monthly, Per Project, Bi-Weekly]
- **Earnings (Last 12 Months):** [Total Amount Paid]

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. This relationship is governed by a written agreement between both parties.

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

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]