**EMPLOYMENT VERIFICATION INQUIRY LETTER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE

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REFERENCE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE ABOVE NAMED INDIVIDUAL HAS GIVEN US YOUR NAME AS HIS/HER EMPLOYER ON AN APPLICATION TO RENT A DWELLING LOCATED

AT \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WARSAW, IN 46580.

JOB TITLE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SALARY/ INCOME LEVEL OF $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PER WEEK/MONTH.

EMPLOYED FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO PRESENT.

PLEASE COMPLETE THE ABOVE INFORMATION AND SIGN WHERE INDICATED BELOW. NOTATIONS OR OTHER COMMENTS YOU MAY WISH TO MAKE CAN BE WRITTEN IN AT THE BOTTOM OF THIS LETTER.

YOUR ASSISTANCE IN EXPEDITING THIS REQUEST SO THE ABOVE APPLICATION CAN BE COMPLETED IS GREATLY APPRECIATED. A SELF ADDRESSED, STAMPED ENVELOPE HAS BEEN INCLUDED FOR YOUR CONVENIENCE.

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DATE NAME TITLE

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TELEPHONE #

COMMENTS:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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EMPLOYEE AUTHORIZATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_