

Sample Employer Verification Letter

Your Company Letterhead

Date:

Your Name:

Your Title:

Your Address:

Your Phone Number:

Re: Employer Verification Letter

To Whom It May Concern,

This letter confirms that the following are employees and we are verifying their social security number, date of birth, and their respective addresses. This is the information we have on file.

Employee Name	Social Security Number	Date Of Birth	Home Address	Do they have an existing HSA? Y or N
Herman Munster	Include SSN	01/01/1970	1313 Mockingbird Lane; Erie, PA 13625	Yes
Barbara Smith	Include SSN	02/01/1948	1765 Main Street; Chicago, IL 60606	No

Regards,

<Physical Signature Here>

Name:

Title:

Address:

Phone Number: