Your Name
address
city, state 12345

_____

_____
_____
_____

Dear Sir or Madam:

This letter provides written permission for you to release information regarding my employment with _____. Information including employment dates, salary/wage information, and positions held may be released.

Please send the information to:

_____
Attention: _____
_____
_____

Please contact me at the address given above if you have any questions or need additional information. I can be contacted by phone at _____.

Thank you for your cooperation and promptness in this matter.

Sincerely,

_____
Your Name

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