

## Employer Letter Template

<BUSINESS LETTERHEAD>

<CURRENT DATE>

JPMorgan Chase Bank, N.A.

<BRANCH ADDRESS>

<CITY>, <STATE> <ZIP CODE>

Dear Sir or Madam:

Please be advised that, as of the date of this letter, <EMPLOYEE FULL NAME> is currently employed at <BUSINESS NAME>. < EMPLOYEE FULL NAME > currently resides at <U.S. RESIDENTIAL ADDRESS>. [THE FOLLOWING SENTENCE TO BE INCLUDED ONLY IF APPLICABLE] The employee also maintains a permanent foreign address of <FOREIGN RESIDENTIAL ADDRESS>.

Sincerely yours,

<AUTHORIZED INDIVIDUAL SIGNATURE>

<AUTHORIZED INDIVIDUAL NAME TYPED>

<AUTHORIZED INDIVIDUAL TITLE>