

Writing a letter of attestation involves formally affirming or confirming the truth of a statement or the qualifications of an individual. This guide provides a template for a letter of attestation, an example using the template, a variation, as well as key components and tips for writing effectively.

Purpose of a Letter of Attestation

A letter of attestation is used to:

Confirm the accuracy of an individual's claims about their experience, skills, or accomplishments.

Verify certain facts or details, often for employment, academic, or legal purposes.

Provide a formal statement of endorsement or verification from a credible source.

Key Components of a Letter of Attestation

Author's Credentials: Include the name, position, and contact details of the person attesting.

Recipient Information: Address the letter to the appropriate party or use a general salutation.

Statement of Attestation: Clearly state what is being attested or confirmed.

Relevant Details: Provide specific details about the individual or situation being attested.

Signature: Include a signature to authenticate the letter.

Professional Closing: End with a formal closing statement.

Tips for Writing a Letter of Attestation

- **Be Specific:** Clearly articulate what you are attesting to, providing necessary details.
- **Maintain Professionalism:** Keep the tone formal and professional.
- **Be Truthful:** Only attest to what you know to be true and can verify.
- **Use Official Letterhead:** If applicable, use the letterhead of your organization for authenticity.
- **Proofread:** Ensure accuracy in terms of spelling, grammar, and facts.

Letter of Attestation Template

[Your Name]
[Your Position]
[Your Organization/Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name or 'To Whom It May Concern']
[Recipient's Address or Organization's Name]
[City, State, Zip Code]

Dear [Recipient's Name or 'To Whom It May Concern'],

I am writing this letter to formally attest to [the fact, qualification, or characteristic being confirmed]. My name is [Your Name], and I am [Your Position] at [Your Organization/Company]. I have known [Individual's Name] for [Length of Time] in my capacity as [Your Relationship to the Individual].

[Provide specific details about the individual's skills, experiences, or situations that you are attesting to. Include any relevant dates, events, or examples].

Based on my experience and knowledge, I can confirm that [reiterate the key fact or qualification you are attesting to]. I am confident in providing this attestation and am available for any further inquiries or clarification.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

Example Letter Using the Template

John Doe
Human Resources Manager
ABC Corporation
123 Business Avenue
Metropolis, MT 45678
jdoe@abccorp.com
(555) 123-4567
April 1, 2024

To Whom It May Concern,

I am writing this letter to formally attest to the employment and responsibilities of Emily Johnson at ABC Corporation. My name is John Doe, and I am the Human Resources Manager at ABC Corporation. I have known Emily Johnson for three years in my capacity as her direct supervisor.

Emily worked at ABC Corporation from January 2021 to March 2024 as a Senior Marketing Analyst. During her tenure, she was responsible for market research, data analysis, and developing marketing strategies. Her contributions notably increased our client engagement by 30%.

Based on my experience and knowledge, I can confirm that Emily is a skilled and dedicated marketing professional. I am confident in providing this attestation and am available for any further inquiries or clarification.

Sincerely,

John Doe

Letter of Attestation Template Variation

[Your Name]
[Your Position]
[Your Organization/Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name or 'To Whom It May Concern']
[Recipient's Address or Organization's Name]
[City, State, Zip Code]

Hello [Recipient's Name or 'To Whom It May Concern'],

As [Your Position] at [Your Organization/Company], I am pleased to provide this letter of attestation for [Individual's Name]. I have been associated with [Individual's Name] for [Length of Time], particularly in [mention your relationship or interaction with the individual].

[Individual's Name] has demonstrated [mention specific skills, achievements, or characteristics], which I have personally observed. For instance, [provide a specific example or incident].

I confidently attest to [reiterate what you are attesting to about the individual]. Please feel free to contact me for any

additional information.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]