**Contract Services Employment Verification Letter (EVL) Template**

***(To be generated on your company letterhead)***

Date

Jennifer Taylor

Associate Director, Roster

Contract Services

2710 Winona Avenue

Burbank, CA 91504

Dear Ms. Taylor

This letter will certify that the below-named individual has been employed by **<input Employer>** for the production of **<input Production Name>**. Request is hereby made that, if eligible, this individual be added to the appropriate preference list access groups as indicated below.

|  |  |
| --- | --- |
| Name: | Last 4 of SSN: |
| Address: | Primary Phone: |
| City, State, Zip: | Secondary Phone: |

|  |  |  |  |
| --- | --- | --- | --- |
| **Local #:** |  | | |
| **Job Title/Classification:** |  | | |
| **Description of job**  **duties:** |  | | |
| **Year** | **Month** | **Calendar Dates Worked** (Sample: 4, 5, 6, 12 one per month) | **Number of Days** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total # of Days:** | | |  |

|  |  |
| --- | --- |
| Work performed under a Collective Bargaining Agreement: |  Yes  No |

|  |  |
| --- | --- |
| Project Type: (Please  select **only one type**  per letter) |  Feature Film  Documentary  TV Commercial   Music Video  Direct to DVD  Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Made for TV  Made for Streaming |
|  |  |
| Where project is or is  intended to be viewed |  Theatrical Release  Television   Film Festival (please name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Direct to DVD   Web-based streaming platform(s) (please list) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |
| Check all that apply: |  Work was performed in New York, New Jersey, or Connecticut |

|  |
| --- |
| Production/Episode Length (in minutes): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_minutes |

Sincerely,

<Authorized Signature>

<Print Name>

<Title>