**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>