Employment Attestation Letter Sample Textbook

Employment attestation letter sample is a vital document used in various professional and legal contexts to verify an individual's employment status, role, and tenure within a company or organization. Such letters serve as official proof of employment, supporting visa applications, loan approvals, rental agreements, or background checks. Crafting an effective employment attestation letter requires clarity, accuracy, and adherence to formal standards. This article provides an in-depth guide on how to prepare an employment attestation letter, including sample templates, key components, and best practices to ensure your letter meets the necessary requirements.

Understanding the Purpose of an Employment Attestation Letter

Definition and Importance

An employment attestation letter is a formal document issued by an employer confirming an individual's employment details. It acts as an official verification of employment status, helping third parties trust the authenticity of the employee's claims.

This letter is often requested in scenarios such as:

- Applying for a visa or immigration process
- Securing a loan or mortgage
- Renting or leasing property
- Verifying employment for background checks
- Applying for government or social benefits

Key Benefits

- Provides official proof of employment
- Enhances credibility for employee applications
- Acts as a supporting document for legal or financial procedures
- Assists employers in maintaining formal communication records

Components of an Effective Employment Attestation Letter

Essential Elements to Include

A comprehensive employment attestation letter should contain the following components:

- **Employer?s Details:** Company name, address, contact information, and official letterhead if available.
- **Date of Issue:** The date the letter is written.
- **Employee?s Details:** Full name, job title, department, employee ID (if applicable), and employment start date.
- **Employment Status:** Confirmation whether the employee is currently employed, on leave, or former employee.
- **Job Description:** Brief overview of the employee?s responsibilities and role.
- **Employment Duration:** Dates of employment commencement and, if applicable, termination.
- **Salary Details:** Optional, but sometimes included for verification purposes.
- **Additional Information:** Any other relevant details such as employment type (full-time, part-time, contractual).
- **Employer?s Signature and Seal:** Official signature, name, position, and company seal or stamp if applicable.

Sample Employment Attestation Letter Format

Below is a typical format that can be adapted based on specific needs:

[Company Letterhead]

Date: [Insert date]

To Whom It May Concern,

This is to certify that [Employee's Full Name], holding the position of [Job Title] in the [Department Name] department, has been employed with [Company Name] since [Start Date].

[Employee's Full Name] is currently employed with us on a [Full-time/Part-time/Contractual] basis and has maintained a good record of performance. Their responsibilities include [briefly describe main duties].

The employment status is active, and the employee continues to work with us as of the date of this letter.

Should you require any further information, please feel free to contact us.

Sincerely,

[Signature]

[Name of the Signatory]

[Position/Title]

[Company Name]

[Contact Information]

[Company Seal or Stamp if applicable]

Tips for Writing a Strong Employment Attestation Letter

Maintain Formality and Clarity

The language used should be professional, clear, and free of ambiguity. Avoid colloquialisms and ensure the tone reflects official communication.

Verify All Details

Double-check the accuracy of employee information, employment dates, and job titles to prevent any discrepancies.

Include Necessary Supporting Information

Depending on the purpose, include salary details or employment type if relevant and required.

Use Official Letterhead and Signatures

This adds authenticity and legitimacy to the document. If possible, get the letter signed by an authorized person such as HR manager or company director.

Legal and Confidentiality Considerations

Ensure that the content complies with confidentiality policies and legal requirements. Avoid including sensitive personal information unless necessary.

Sample Scenarios for Employment Attestation Letter Usage

Visa and Immigration Applications

When applying for a visa, authorities often require proof of employment to assess the applicant?s financial stability and ties to their home country.

Loan or Mortgage Applications

Financial institutions request employment verification to evaluate an applicant?s ability to repay loans.

Rental Agreements

Landlords may ask for an employment attestation to confirm stable income and employment status.

Background Checks

Employers or third-party agencies verify employment details to ensure candidate credibility.

Common Mistakes to Avoid When Drafting an Employment Attestation Letter

- Providing incorrect employment dates or job titles.
- Using informal language or unprofessional tone.
- Omitting essential details such as the signatory?s name or position.
- Failing to include the official signature or company seal when required.
- Providing false or exaggerated information.

Additional Tips and Best Practices

Keep a Standard Template

Develop a standard template for your organization to ensure consistency, which can be customized per individual case.

Secure Necessary Approvals

Ensure that the letter is authorized by the relevant department, such as HR or management, before issuance.

Provide Multiple Copies

Offer copies if the employee needs several attestations for different institutions.

Maintain Confidentiality

Be cautious about sharing sensitive company or employee information, and adhere to data protection policies.

Conclusion

An employment attestation letter sample provides a clear framework for creating an official document that verifies an individual?s employment details. Whether for visa applications, loans, or rental agreements, a well-crafted attestation letter enhances credibility and facilitates smooth processes. By including all necessary components, maintaining professionalism, and verifying accuracy, organizations can produce effective employment verification letters that serve their purpose efficiently. Remember to adapt templates to specific needs, keep the tone formal, and ensure all relevant information is correctly presented to uphold the integrity and usefulness of the document.

Employment Attestation Letter Sample: An In-Depth Guide

When navigating the complex landscape of employment verification, an employment attestation letter sample serves as an invaluable resource. Whether you?re an employee seeking to validate your employment status or an employer providing confirmation of employment, understanding the structure, purpose, and best practices for drafting such letters is essential. This comprehensive guide will explore the nuances of employment attestation letters, offering sample templates, tips for customization, and insights into their significance across various scenarios.

What Is an Employment Attestation Letter?

An employment attestation letter, also known as an employment verification letter, is an official document issued by an employer that confirms an individual?s employment status, position, duration of employment, and sometimes salary details. It functions as proof of employment for various purposes, such as visa applications, loan processing, rental agreements, or background checks.

Features of an Employment Attestation Letter:

- Validates employment status
- Includes employee details (name, position, department)
- States employment duration
- May specify salary or compensation (if relevant)

- Signed and sealed by the employer or authorized personnel

Why Is It Important?

- It provides credibility and legitimacy
- Facilitates smooth processing for third parties
- Protects the privacy of the employee by controlling what information is shared

Common Uses of Employment Attestation Letters

Understanding the various contexts where employment attestation letters are used helps in tailoring the content appropriately. Some common scenarios include:

Visa and Immigration Purposes

Immigration authorities often require proof of employment to assess an applicant?s stability, employment status, and ability to support themselves during their stay abroad.

Loan and Mortgage Applications

Financial institutions verify employment status to determine creditworthiness and ability to repay loans.

Rental Agreements

Landlords or property managers may request employment proof to ensure tenants have a steady income.

Background Checks

Employers or agencies verify employment history to assess integrity and work experience.

Educational or Training Programs

Some programs require confirmation of employment as part of eligibility criteria.

Components of an Effective Employment Attestation Letter

A well-crafted employment attestation letter should be clear, concise, and comprehensive. The key components include:

Header and Recipient Details

- Date of issuance
- Name and address of the recipient or organization
- Subject line (optional)

Employer Details

- Company name
- Address
- Contact information
- Employer?s official letterhead

Employee Details

- Full name
- Job title/position
- Department
- Employee ID or other identifiers (if applicable)

Employment Details

- Date of joining
- Current employment status (full-time, part-time, contractual)
- Duration of employment
- Salary or compensation details (if relevant)

Additional Information

- Job responsibilities or description (optional)
- Confirmation of good standing
- Any special notes relevant to the purpose

Signature and Seal

- Signatory?s name and designation
- Company seal or stamp (if applicable)
- Contact details for verification

Sample Employment Attestation Letter

Below is a sample template that can be customized according to specific needs:

```plaintext

[Company Letterhead]

Date: [Insert Date]

To Whom It May Concern,

This is to certify that Mr./Ms. [Employee Name] has been employed with [Company Name] since [Date of Joining]. Currently, they hold the position of [Job Title] within the [Department] department.

During their tenure, Mr./Ms. [Employee Name] has demonstrated professionalism and dedication in their role. Their employment status is full-time, and they are employed with us as of the date of this letter. Their current gross monthly salary is [Amount], and their employment is ongoing.

Should you require any additional information or verification, please do not hesitate to contact us at [Contact Number] or [Email Address].

Sincerely,

[Signature]

[Name of Signatory]

[Position]

[Company Name]

[Company Seal/Stamp]

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Tips for Drafting an Effective Employment Attestation Letter

Creating an accurate and professional employment attestation letter is crucial. Here are some tips to ensure your letter meets standard expectations:

- Use Official Letterhead: It lends credibility and authenticity.
- Be Clear and Concise: Avoid ambiguity; specify all relevant details.
- Verify Information: Double-check employee details and employment dates.
- Maintain Privacy: Share only necessary information; avoid sensitive data unless required.
- Include Contact Information: Offer a way for the recipient to verify the details.
- Sign and Seal: Ensure the letter is signed by an authorized person and, if necessary, stamped with the company seal.
- Use Formal Language: Maintain a professional tone throughout.

Pros and Cons of Using a Standardized Sample

Pros:

- Time-Saving: Templates speed up the drafting process.
- Consistency: Ensures all necessary information is included.
- Professional Appearance: Maintains a formal and standardized format.
- Legal Validity: Proper templates help in creating legally sound documents.

Cons:

- Lack of Personalization: Might not suit unique situations unless customized.
- Potential for Errors: Using a template without review can lead to inaccuracies.
- Generic Feel: May appear impersonal if not tailored to the recipient.

Customizing an Employment Attestation Letter Sample

Every employment scenario is unique. Therefore, customizing your letter ensures that it accurately reflects the employee?s role and the purpose of verification. Consider the following when customizing:

- Adjust the tone to suit the recipient (formal for legal/official entities, slightly informal for trusted partners).
- Include specific details relevant to the purpose (e.g., salary details for loan verification).
- Highlight specific achievements or roles if required.

- Be mindful of legal considerations?avoid sharing sensitive data unless necessary.

Legal and Ethical Considerations

While drafting employment attestation letters, it's important to adhere to legal standards and ethical practices:

- Accuracy: Provide truthful information; falsification can lead to legal repercussions.
- Confidentiality: Respect employee privacy; only share information relevant to the verification purpose.
- Authorization: Ensure the letter is signed by an authorized person within the organization.
- Compliance: Follow local laws regarding employment verification and data sharing.

Conclusion

An employment attestation letter sample is more than just a template; it is a vital document that facilitates trust and credibility between employers, employees, and third parties. By understanding its components, uses, and best practices for customization, organizations can streamline their verification processes and ensure professionalism. Whether for visa applications, loans, or rental agreements, a well-crafted employment attestation letter can significantly ease administrative procedures and foster trust. Remember to tailor each letter to the specific context and always verify information to maintain integrity and compliance.

Final Thoughts:

Always keep a repository of reliable templates and ensure that your HR or administrative teams are well-versed in drafting accurate and effective employment attestation letters. Properly executed, these documents not only serve functional purposes but also uphold the professionalism and credibility of your organization.

QuestionAnswer What is an employment attestation letter and what is its purpose? An employment attestation letter is an official document issued by an employer confirming an individual's employment status, job position, and duration. It is often used for visa applications, loan approvals, or rental agreements to verify employment details. What key information should be included in an employment attestation letter sample? A typical employment attestation letter should include the employee's full name, job title, employment start date, current employment status, salary details (if applicable), employer's name and contact information, and the date of issuance. How can I customize an employment attestation letter sample for my needs? To customize the sample, replace placeholder details with your actual employment information, adjust the tone to match your company's style, and include any specific details requested by the recipient, such as employment

duration or salary confirmation. Is an employment attestation letter legally binding? No, an employment attestation letter is generally a formal confirmation of employment status and is not legally binding. However, it serves as official proof of employment for various administrative purposes. Can an employment attestation letter be used for visa applications? Yes, many visa applications require an employment attestation letter to verify the applicant's employment status, income, and stability, which helps establish their ties to their home country. What are the common mistakes to avoid when writing an employment attestation letter sample? Common mistakes include providing incorrect or outdated information, omitting essential details, using informal language, and failing to sign or stamp the letter. Ensuring accuracy and professionalism is crucial. How long does an employment attestation letter typically remain valid? The validity of an employment attestation letter varies depending on its purpose. For visa or immigration purposes, it is usually valid for 3 to 6 months; for other uses, it may be accepted for a longer period, but it's best to verify specific requirements. Are there any templates available online for an employment attestation letter sample? Yes, numerous websites provide free and paid templates for employment attestation letters. These templates can be customized to suit your specific needs and ensure all necessary details are included.

Related keywords: employment verification letter, employment certificate template, job confirmation letter, employee proof letter, work verification document, employment verification sample, employment letter format, salary verification letter, employment status letter, employer letter template

sample attestation letter

Sample Attestation Letter: A Complete Guide

A **sample attestation letter** serves as a valuable template for individuals or organizations seeking to verify specific facts or claims formally. Whether it's confirming employment, validating academic credentials, or attesting to the authenticity of documents, an attestation letter plays a crucial role in establishing trust and credibility. In this comprehensive guide, we will explore everything you need to know about attestation letters, including their purpose, types, essential components, and how to draft an effective sample attestation letter.

Understanding Attestation Letters

What Is an Attestation Letter?

An attestation letter is a formal document issued by an individual or organization to verify or certify

the authenticity of information, documents, or facts. It acts as a sworn statement or confirmation that the details provided are true and accurate.

Purpose of an Attestation Letter

Attestation letters are used in various contexts, such as:

- Confirming employment or job roles
- Verifying academic qualifications
- Authenticating business documents
- Certifying financial statements
- Validating identity or personal details

These letters are often required for legal, educational, employment, or immigration purposes.

Who Can Issue an Attestation Letter?

Depending on the context, attestation letters can be issued by:

- Employers or HR departments
- Educational institutions or universities
- Notary public or legal authorities
- Government agencies or embassies
- Certified professionals or organizations

Types of Attestation Letters

1. Employment Attestation Letter

Confirms an individual?s employment status, role, and duration at a company.

2. Academic Attestation Letter

Verifies academic qualifications, degrees, or certifications obtained from educational institutions.

3. Business Attestation Letter

Certifies the legitimacy of business documents like invoices, contracts, or certificates.

4. Financial Attestation Letter

Attests to financial statements, bank statements, or income proof.

5. Personal Attestation Letter

Used to verify personal details, identity, or character references.

Components of a Sample Attestation Letter

A well-structured attestation letter should contain the following key elements:

1. Heading

- Usually includes the organization?s letterhead or sender?s name and address.
- The word ?Attestation Letter? or ?Certificate of Attestation? prominently displayed.

2. Date

- The date when the letter is issued.

3. Recipient Details

- Name and designation of the person or organization to whom the letter is addressed.

4. Salutation

- Formal greeting, e.g., ?Dear Sir/Madam,?

5. Body of the Letter

- Clear statement of what is being attested.
- Details about the individual or document being verified.
- Confirmation of authenticity, accuracy, or compliance.

6. Closing Statement

- Final affirmation of the truthfulness of the information.

7. Signatures and Seal

- Signature of the issuer.
- Official stamp or seal, if applicable.

8. Contact Information

- Contact details of the issuer for verification purposes.

Sample Attestation Letter Templates

Sample Employment Attestation Letter

[Your Company Letterhead]

Date: [DD/MM/YYYY]

To Whom It May Concern,

This is to certify that [Employee Name], holding the position of [Job Title], has been employed with [Company Name] since [Start Date]. During their tenure, they have demonstrated professional competence and integrity. Their employment status is currently active, and their responsibilities include [brief description of job duties].

We confirm that the above information is true and correct.

Sincerely,

[Signature]

[Name of the Authorizing Person]

[Designation]

[Company Seal or Stamp]

[Contact Details]

Sample Academic Attestation Letter

[Educational Institution Letterhead]

Date: [DD/MM/YYYY]

To Whom It May Concern,

This is to certify that [Student Name], son/daughter of [Parent/Guardian Name], has successfully completed the [Degree/Program Name] at [Institution Name] on [Graduation Date]. The student?s registration number is [Registration Number].

The credentials mentioned above are verified and authentic as per our records.

For further verification, please contact us at [Contact Details].

Sincerely,

[Signature]

[Name of the Principal/Registrar]

[Institution Seal or Stamp]

How to Draft an Effective Sample Attestation Letter

Step-by-Step Guide

- Identify the purpose: Clearly define what needs to be attested.
- Gather accurate information: Ensure all details are correct and up-to-date.
- Use formal language: Maintain professionalism and clarity.
- Include relevant details: Avoid unnecessary information but provide enough to substantiate the claim.
- Be concise but comprehensive: Cover essential points without verbosity.
- Review and proofread: Check for grammatical errors or inaccuracies.
- Obtain necessary signatures and seals: To authenticate the letter.

Tips for Writing a Strong Attestation Letter

- Use official letterhead if possible.
- Be truthful and avoid exaggeration.
- Keep the tone formal and respectful.
- Include contact information for verification.
- Use clear, simple language for easy understanding.

Important Tips and Best Practices

- Validate the information: Double-check all details before issuing the letter.
- Keep copies: Maintain copies of attestation letters for record-keeping.
- Follow legal requirements: Some attestations may require notarization or legal validation.
- Customize templates: Tailor the sample letter to fit specific needs and contexts.
- Use professional format: Present the letter in a clean, organized manner.

Frequently Asked Questions (FAQs)

1. Can I create a sample attestation letter for free?

Yes, numerous templates are available online for free that you can customize according to your needs.

2. How long does it take to get an attestation letter?

Processing time varies depending on the issuing authority but typically ranges from a few days to a week.

3. Is an attestation letter legally binding?

While an attestation letter is a formal declaration, its legal binding depends on the context and jurisdiction. In some cases, notarization may be required for legal enforceability.

4. Can I attest to documents in a language other than English?

Yes, but it?s advisable to provide a certified translation along with the attestation for clarity.

5. What should I do if my attestation letter is rejected?

Identify the reasons for rejection, correct any inaccuracies, and resubmit the letter with necessary adjustments.

Conclusion

A **sample attestation letter** is an essential document used across various sectors to verify facts, credentials, or documents. Crafting an effective attestation letter involves understanding its purpose, including the necessary components, and following best practices for clarity and authenticity. Whether you?re an individual seeking employment verification or an organization certifying documents, utilizing a well-structured attestation letter can significantly streamline verification processes and enhance credibility. By leveraging templates and customizing them to your specific needs, you ensure that your attestation letters are professional, reliable, and impactful.

Sample Attestation Letter: A Comprehensive Guide for Clarity and Compliance

Introduction

A sample attestation letter serves as a formal document used across various industries and sectors to verify, confirm, or attest to specific facts or information. Whether it's confirming employment details, verifying educational credentials, attesting to financial statements, or asserting compliance with regulations, an attestation letter provides credibility and assurance to the recipient. For organizations, individuals, or auditors, understanding the structure, purpose, and proper drafting of an attestation letter is essential to ensure clarity, legality, and professionalism. This article delves into the intricacies of a sample attestation letter?what it is, how to craft one effectively, and why it plays a pivotal role in business and administrative processes.

What Is an Attestation Letter?

Definition and Purpose

An attestation letter is a written statement issued by an authorized individual or organization affirming the truthfulness, accuracy, or validity of specific information. It acts as a sworn statement or formal verification that supports claims, ensures transparency, and facilitates decision-making processes.

Common Uses of Attestation Letters:

- Employment Verification: Confirming an individual's employment status, job title, and tenure.
- Educational Credential Verification: Verifying degrees, certificates, or course completion.
- Financial Attestation: Confirming financial statements or income details.
- Regulatory Compliance: Demonstrating adherence to legal or procedural requirements.
- Loan or Credit Applications: Supporting claims related to income or collateral.
- Legal and Court Proceedings: Providing sworn statements or affidavits.

Importance of an Attestation Letter

- Legal Validity: Serves as a formal and legally recognized document.
- Credibility: Enhances trustworthiness by providing assurance from an authoritative source.
- Record Keeping: Acts as an official record for future reference or audits.
- Facilitating Transactions: Aids in smooth processing of applications, claims, or negotiations.

Key Components of a Sample Attestation Letter

A well-structured attestation letter must include specific elements to ensure clarity and legal robustness. Here are the essential components:

- Heading and Title

Clearly label the document with a title such as ?Attestation Letter? or ?Statement of Attestation? to immediately convey its purpose.

- Date

Include the date of issuance to establish the document's timeliness.

- Recipient Details

Specify the name and address of the individual or organization to whom the letter is addressed, if applicable.

- Salutation

A formal greeting such as ?Dear Sir/Madam? or addressing the recipient by name.

- Introduction / Purpose Statement

Briefly state the purpose of the letter, clarifying what is being attested.

- Body / Details of the Attestation

Provide comprehensive details about the subject matter. This section should include:

- Specific facts or statements being attested to.
- Relevant dates, positions, or credentials.
- Any supporting information necessary for clarity.

- Declaration or Affirmation

A statement affirming that the information provided is accurate and true to the best of the attester?s knowledge.

- Closing Statement

Express willingness to provide further information if needed.

- Signatures

Signature of the authorized person, along with their name, designation, and contact details.

- Attachments (if any)

Mention any supporting documents attached to the letter.

Crafting an Effective Sample Attestation Letter

Creating an effective attestation letter requires precision, clarity, and professionalism. Here are detailed steps and tips for drafting one:

Step 1: Identify the Purpose Clearly

Before drafting, understand precisely what is being attested. For instance, if verifying employment, gather relevant details like employment dates, position, and supervisor information.

Step 2: Use Formal Language

Maintain a professional tone throughout. Avoid colloquialisms or ambiguous language. Use clear, concise sentences.

Step 3: Be Specific and Detailed

Vague statements can lead to misunderstandings or disputes. Provide specific facts, such as:

- Exact dates (e.g., ?from January 2018 to December 2022?).
- Job titles or credentials.
- Official document references.

Step 4: Include a Declaration of Truthfulness

A statement such as, ?I hereby attest that the above information is true and correct to the best of my knowledge,? adds legal weight.

Step 5: Sign and Date the Document

An unsigned letter lacks credibility. Ensure the document is signed, dated, and stamped if necessary.

Step 6: Attach Supporting Documents

When applicable, attach copies of relevant certificates, employment letters, or identification to substantiate the attestation.

Sample Attestation Letter Template

Below is a detailed template illustrating core sections, which can be customized as per specific needs:

[Your Organization?s Letterhead or Name]

Date: [Insert date]

To Whom It May Concern,

I, [Full Name], holding the position of [Job Title] at [Organization Name], hereby certify that:

- Subject of the Attestation: [Name of the individual or entity being attested]
- Details: [Provide relevant details such as employment duration, role, qualifications, or other pertinent information]
- Verification: I confirm that the above information is accurate based on our records and personal knowledge.

This attestation is issued upon the request of [Name of the individual or requesting party] for [state purpose, e.g., visa application, employment verification].

I affirm that the information provided herein is true and correct to the best of my knowledge. Should you require any further information, please do not hesitate to contact me at [contact number] or [email address].

Sincerely,

[Signature]

[Full Name]

[Designation]

[Organization Name]

[Contact Details]

[Seal or Stamp, if applicable]

Best Practices and Common Mistakes to Avoid

Best Practices:

- Maintain a professional tone throughout.
- Verify all factual information before attesting.
- Use official letterhead for authenticity.
- Ensure signatures are clear and legible.
- Keep copies of the attestation letter for records.

Common Mistakes to Avoid:

- Providing vague or incomplete information.
- Using informal language or abbreviations.
- Forgetting to sign or date the letter.
- Failing to attach supporting documents.
- Sending an outdated or incorrect version of the letter.

When Do You Need a Sample Attestation Letter?

Attestation letters are often required in scenarios such as:

- Employment Verification: When applying for visas, loans, or new employment.
- Educational Purposes: For verifying degrees or certificates during admissions or employment.
- Legal Proceedings: To provide sworn or notarized statements.
- Business Transactions: To confirm financial or compliance information.
- Immigration Processes: For visa applications or residency proof.

Legal and Ethical Considerations

An attestation letter carries legal responsibilities. Providing false or misleading information can lead to legal penalties, including charges of perjury or fraud. Therefore:

- Always attest only to facts within your knowledge.
- Ensure the information is accurate and verifiable.
- Avoid exaggeration or misrepresentation.
- Be aware of confidentiality and privacy considerations when sharing sensitive data.

Conclusion

A sample attestation letter is more than just a template; it is a vital document that facilitates trust, transparency, and compliance in numerous professional and administrative contexts. Crafting a clear, accurate, and professional attestation letter requires understanding its core components, purpose, and legal implications. By following best practices and customizing templates appropriately, individuals and organizations can produce effective attestations that serve their needs and uphold integrity.

In an increasingly regulated and interconnected world, mastering the art of drafting a proper attestation letter can be a valuable skill?ensuring your verifications stand up to scrutiny and support your administrative or legal objectives efficiently.

Read the full article online: Sample Attestation Letter