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| PLEASE USE THIS EMPLOYMENT VERIFICATION LETTER (EVL) TEMPLATE FOR FUTURE NON-SIGNATORY EVL LETTERS FOR ROSTER PLACEMENT |
| TO BE GENERATED ON YOUR COMPANY LETTERHEAD |

Date

Jennifer Taylor

Roster Manager

Contract Services Administration Trust Fund

2710 Winona Avenue

Burbank, CA 91504

Dear Ms. Taylor:

This letter will certify that the below-named individual has been employed by [insert Production Company; Production Title].

Request is hereby made that, if eligible, this individual be added to the appropriate industry roster and/or grouping as indicated below.

|  |  |  |  |
| --- | --- | --- | --- |
| Name: |  |  Last 4 of SSN: |  |
| Address: |  | Home Phone #: |  |
|  City, State, Zip: |  |  Cell Phone #:  |  |

|  |  |
| --- | --- |
| **Occupation:** |  |
| **Description of job duties:** |  |
| **Year** | **Month** | **Dates Worked** (Sample: 4, 5, 6, 12 one line per month) | **Number of Days** |
|  |  |  |   |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |
|  |  |  |  |
|  **Total # of Days:** |  |

|  |  |
| --- | --- |
| Project Type: (Please select **only** **one type** per letter: | 🞏 Feature Film 🞏 MOW 🞏 Commercial🞏 Music Video 🞏 Direct to Video 🞏 TV Series/Episodic 🞏 New Media 🞏 Other  |
|  |
| Description and purpose of project: | (i.e. Where aired, broadcast, or shown) |
|  |
| Checkall that apply: | 🞏 Hired in LA County | 🞏 Worked in US, territories and possessions including Puerto Rico or Canada (if checked, provide proof of transport) |

Sincerely,

Authorized signature

Title