

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:	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Project Type: (Please select only one type per letter)	<input type="checkbox"/> Feature Film <input type="checkbox"/> Documentary <input type="checkbox"/> TV Commercial <input type="checkbox"/> Music Video <input type="checkbox"/> Direct to DVD <input type="checkbox"/> Other _____ <input type="checkbox"/> Made for TV <input type="checkbox"/> Made for Streaming
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Where project is or is intended to be viewed	<input type="checkbox"/> Theatrical Release <input type="checkbox"/> Television <input type="checkbox"/> Film Festival (please name) _____ <input type="checkbox"/> Direct to DVD <input type="checkbox"/> Web-based streaming platform(s) (please list) _____ <input type="checkbox"/> Other _____
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Check all that apply:	<input type="checkbox"/> Work was performed in New York, New Jersey, or Connecticut
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Production/Episode Length (in minutes): _____ minutes

Sincerely,

<Authorized Signature>
 <Print Name>
 <Title>