

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**(Fecha:)**

To whom it may concern,  
**(A quien le corresponda,)**

This letter confirms that \_\_\_\_\_ worked for me as a  
**(Esta carta confirma que) (trabajo para mi como un/a)**

caregiver/homemaker/housekeeper between the dates of \_\_\_\_/\_\_\_\_/\_\_\_\_\_  
**(caregiver/homemaker / ama de casa durante las fechas de)**

to \_\_\_\_/\_\_\_\_/\_\_\_\_\_.  
**(hasta)**

During that time, they performed the following duties:  
**(Durante este tiempo, realizaron los siguientes deberes:)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

I have the following additional comments about their service:  
**(Comentarios adicionales sobre sus servicios:)**

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Signature of person who can confirm this information: \_\_\_\_\_  
**(Firma de la persona que pueda confirmar esta información:)**

Can't find your high school diploma/GED/or College Diploma? Please feel free to use our letter of experience template, located in the next page. Kindly have an individual fill out the template for you, indicating you have provided over a year of experience of taking care of them and have them sign at the bottom of the form.

**¿No encuentra su diploma de high school/GED/o Diploma Universitario? Por favor, no dude en utilizar nuestra carta de experiencia, que se encuentra en la siguiente página. Por favor, pida a un individuo/familiar o amigo(a) que llene la carta, indicando que ha proporcionado más de un año de experiencia de cuidar de ellos y hacer que firmen en la parte baja de la carta.**

Example (Ejemplo):

Date: 09 / 01 / 2020  
(Fecha:)

To whom it may concern,  
(A quien le corresponda,)

This letter confirms that John Dee worked for me as a  
(Esta carta confirma que) (trabajo para mi como un/a)

caregiver/homemaker/housekeeper between the dates of 03 / 05 / 2018  
(caregiver/homemaker / ama de casa durante las fechas de)

to 04 / 24 / 2020.  
(hasta)

During that time, they performed the following duties:  
(Durante este tiempo, realizaron los siguientes deberes:)

1. taking me to the doctor
2. going to the grocery store
3. doing laundry
4. mopping
5. assisting me with meal prep

I have the following additional comments about their service:  
(Comentarios adicionales sobre sus servicios:)

\_\_\_\_\_  
\_\_\_\_\_

Signature of person who can confirm this information: Ann Gonzalez  
(Firma de la persona que pueda confirmar esta información:)

Your name  
(Tu Nombre)

Time Frame (has to be more a year)  
(Periodo de tiempo tiene que ser mas de un año)

Duties  
(Deberes)

Signature of the person to confirm the information  
(Firma de la persona dando la información)

\*MUST BE NOTARIZED\*  
\*ESTA CARTA NECESITA ESTAR NOTARIZADA\*