# Sample Catalog Item – 'Request Employee Verification Letter'

## Item Overview

* Name: Request Employee Verification Letter
* Description: Submit this request to receive an official verification letter for employment or visa purposes. Processing time is 2–3 business days.
* Icon: 📝 Document

## Form Fields

* Employee Name (Text Field, Required)
* Letter Purpose (Dropdown: Visa, Mortgage, Employment, Other, Required)
* Delivery Method (Dropdown: Email, Print, Optional)
* Manager Approval Needed? (Checkbox, Optional)

## Visibility and Access

Visible to: All employees

## Approval Logic

* If 'Manager Approval Needed' is checked, route to the requester's manager.

## Fulfillment

* Fulfillment Group: HR Operations
* SLA: Response in 1 business day, fulfillment in 3.