

# request job confirmation letter sample Printable PDF

## Request Job Confirmation Letter Sample

A request job confirmation letter is a formal document that an employee or applicant writes to their employer or HR department to ask for official confirmation of their employment status. This letter is often required for various purposes, such as applying for a visa, loan, housing, or other legal and financial processes. Crafting a well-structured and professional request letter can help ensure clarity and increase the likelihood of receiving a prompt response. In this article, we will explore a comprehensive sample of a request job confirmation letter, discuss its essential components, and provide practical tips for writing an effective request.

## Understanding the Importance of a Request Job Confirmation Letter

### Why is a Job Confirmation Letter Necessary?

A job confirmation letter serves as proof of employment, verifying details such as:

- Employment status and position
- Duration of employment
- Salary details
- Work responsibilities
- Employer's contact information

This document is often required by banks, government agencies, or landlords to validate your employment and income. Having an official confirmation can streamline processes like visa applications, loan approvals, or rental agreements.

### When to Request a Job Confirmation Letter

You may need to request a job confirmation letter in situations such as:

- Applying for a visa or work permit
- Requesting a loan or mortgage
- Securing rental housing

- For legal or insurance purposes
- As proof of employment during interviews or background checks

Understanding the appropriate timing and purpose will help you craft an effective request letter.

## Components of a Well-Written Request Job Confirmation Letter

### 1. Clear Subject Line or Heading

Start with a concise subject line, such as "Request for Employment Confirmation Letter" or "Application for Job Verification Document."

### 2. Proper Salutation

Address the recipient formally, using titles and last names, e.g., "Dear Mr. Smith" or "Dear HR Manager."

### 3. Introduction and Purpose of the Letter

State your name, position, and department, and clearly specify the reason for writing. For example:

"I am writing to kindly request an official employment confirmation letter to support my application for [purpose]."

### 4. Details of Employment

Include relevant details such as:

- Your full name
- Your employee ID or staff number
- Your current job title
- Date of employment commencement
- Current employment status (full-time, part-time, contract)
- Salary or compensation details (if required)

### 5. Specific Information Requested

Be specific about what you need the confirmation letter to include, such as:

- Employment duration
- Job responsibilities
- Salary details
- Employer's contact information

## 6. Request for Prompt Assistance

Politely request a timely response, especially if you have a deadline:

\_"I would appreciate it if you could provide the confirmation letter by [date], as it is required for [specific purpose]."\_

## 7. Appreciation and Closing

Thank the recipient for their support and assistance before closing professionally.

## 8. Signature and Contact Information

Include your full name, contact number, email address, and signature (if sending a hard copy).

## Sample Request Job Confirmation Letter

Below is a detailed sample letter that demonstrates how to incorporate the above components effectively:

Subject: Request for Employment Confirmation Letter

Dear Mr. Johnson,

I hope this message finds you well. My name is Jane Doe, and I am currently employed as a Marketing Specialist in the Marketing Department at ABC Corporation, with employee ID 12345. I am writing to kindly request an official employment confirmation letter to support my application for a personal loan with XYZ Bank.

Details of my employment are as follows:

- Full Name: Jane Doe
- Employee ID: 12345
- Position: Marketing Specialist
- Department: Marketing

- Date of Hire: March 15, 2020
- Employment Status: Full-time, Permanent
- Current Salary: \$60,000 annually

The confirmation letter should include my employment duration, current position, salary details, and the company's contact information. This document is essential to complete my loan application process, which has a deadline of March 30, 2024.

I would greatly appreciate it if you could provide the employment confirmation letter by March 28, 2024, to ensure I meet the bank's documentation requirements. If any further information is needed, please do not hesitate to contact me at [\[email protected\]](#) or (555) 123-4567.

Thank you very much for your assistance and support.

Sincerely,

Jane Doe

Marketing Specialist

ABC Corporation

Email: [\[email protected\]](#)

Phone: (555) 123-4567

## Tips for Writing an Effective Request Job Confirmation Letter

### 1. Be Clear and Concise

Use straightforward language and avoid unnecessary details. Clearly state your request and the information you need.

### 2. Maintain Professional Tone

Use formal language and proper etiquette to convey respect and professionalism.

### 3. Specify Deadlines

If you have a deadline, mention it politely to help the recipient prioritize your request.

## 4. Proofread Carefully

Check for spelling, grammatical, and formatting errors to ensure your letter appears professional.

## 5. Follow Up

If you do not receive a response within a reasonable timeframe, send a polite follow-up email or call to confirm receipt.

## Conclusion

A well-crafted request job confirmation letter can facilitate a smooth process in obtaining official employment verification for various needs. Remember to include all relevant details, maintain a professional tone, and be polite in your request. Using the sample provided as a template, you can customize your letter to suit your specific situation. Clear communication and professionalism will increase your chances of receiving the confirmation letter promptly, helping you achieve your personal or professional goals efficiently.

Need more help? Always tailor your request to your specific circumstances, and don't hesitate to seek guidance from your HR department or a professional advisor for additional support.

**Request Job Confirmation Letter Sample: A Comprehensive Guide to Crafting the Perfect Formal Request**

When transitioning into a new role or seeking to formalize your employment status, requesting a job confirmation letter sample can be an essential step. This document not only serves as proof of employment but also provides clarity for various administrative, legal, or personal reasons. Whether you're a new employee awaiting official confirmation or an employer preparing to verify an employee's position, understanding how to craft an effective request is vital. In this article, we'll explore the significance of a job confirmation letter, provide sample templates, and guide you through the process of requesting one professionally.

**Why Is a Job Confirmation Letter Important?**

A job confirmation letter (also known as an employment confirmation letter) officially verifies an individual's employment status, job title, duration of employment, and sometimes salary details. It is often requested for:

- Visa applications
- Rental agreements

- Loan or credit applications
- Immigration procedures
- Personal records

A well-written request ensures clarity, professionalism, and a higher chance of receiving a prompt response.

### Understanding the Components of a Job Confirmation Letter Request

Before diving into sample letters, it's crucial to understand what information should be included in your request:

- Recipient's Details: Name, title, company/HR department, address
- Your Details: Full name, employee ID (if applicable), position
- Purpose of the Request: Why you need the confirmation letter
- Specific Details Requested: Employment dates, job title, salary (if necessary)
- Deadline: When you need the letter by
- Contact Information: How the recipient can reach you for follow-up
- Polite Closing: Appreciation and formal closing

### Step-by-Step Guide to Writing a Request for a Job Confirmation Letter

- Use a Formal Tone:

Maintain professionalism throughout your letter. Use polite language and proper formatting.

- Clearly State Your Request:

Be specific about what you need to avoid confusion.

- Provide Necessary Details:

Include your employment details and any other pertinent information.

- Mention the Purpose and Deadline:

Help the recipient understand the urgency and importance of the request.

- End Politely and Professionally:

Express gratitude and include your contact information.

### Sample Request Job Confirmation Letter

Below is a detailed sample template you can adapt to your situation:

Subject: Request for Employment Confirmation Letter

Dear [Recipient's Name or HR Department],

I hope this message finds you well. My name is [Your Full Name], and I am currently employed as a [Your Job Title] at [Company Name], with Employee ID [Your Employee ID, if applicable]. I am writing to kindly request an official employment confirmation letter for my records and for [state purpose, e.g., visa application, rental agreement, etc.].

I would appreciate it if the letter could include the following details:

- My full name
- Job title and department
- Employment start date
- Current employment status
- Salary details (if necessary)
- Company address

The confirmation letter will be used for [brief explanation of purpose], and I kindly request that it be provided by [specific date], if possible.

Please let me know if you require any additional information from my side. You can reach me at [your phone number] or [your email address].

Thank you very much for your assistance. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Position]

[Your Contact Information]

### Variations of Request Letters for Different Contexts

Different situations might require slight modifications to your request. Here are some common scenarios:

- For a New Employee Requesting Confirmation Post-Hire
  - Emphasize that you are a new hire awaiting official confirmation.
  - Mention the start date and position.
- For an Employee Applying for a Visa
  - Highlight the importance of the letter for immigration purposes.
  - Specify the visa type and submission deadline.
- For an Employee Requesting a Reaffirmation of Employment
  - Include details about recent changes or reaffirmation needs.

### Additional Tips for a Successful Request

- Be Concise but Informative:

Avoid lengthy explanations; get straight to the point while including necessary details.

- Check Company Policies:

Some companies have specific procedures or templates for employment verification requests.



- Follow Up Politely:

If you haven't received a response within a few days, send a courteous follow-up email.

- Attach Supporting Documents:

If relevant, include copies of ID, employment contract, or other identification to facilitate the process.

### Sample Email for Requesting a Job Confirmation Letter

Subject: Request for Employment Verification Letter

Dear [HR Manager's Name],

I am writing to kindly request an employment verification letter to support my [application for a visa/rental agreement/etc.]. I am currently employed as a [Your Job Title] with [Company Name], and my employee ID is [ID].

Please include my employment start date, current position, and salary details, if possible. The letter is needed by [date], and I would greatly appreciate your assistance.

Thank you very much for your support. Please feel free to contact me at [Your Phone Number] or [Your Email].

Best regards,

[Your Name]

### Final Thoughts

Requesting a job confirmation letter sample is a straightforward process when approached professionally. Tailoring your request to suit your specific needs and maintaining respectful communication maximizes your chances of a swift and positive response. Remember, clarity and politeness are key in formal correspondence. Whether you are an employee seeking official validation of your employment status or an employer providing confirmation, understanding the nuances of such requests ensures smooth and effective communication.

By following this guide and utilizing the sample templates provided, you'll be well-equipped to craft a professional, clear, and effective request for a job confirmation letter.

**Question** What should be included in a request job confirmation letter sample? A typical request job confirmation letter should include the employee's full name, job title, department, date of employment, the purpose of the confirmation request, and a polite closing. It's also helpful to specify any deadlines if applicable. **Answer** How can I politely ask my employer for a job confirmation letter sample? You can politely request a job confirmation letter sample by sending a formal email or letter stating your request clearly, explaining the reason for the confirmation, and expressing appreciation for their assistance. For example, 'Dear [Manager], I kindly request a sample of a job confirmation letter for my reference. Thank you for your support.' Where can I find a free sample of a job confirmation letter request? You can find free samples of job confirmation letter requests on professional career websites, job assistance platforms, or business letter template repositories like Microsoft Office Templates, Indeed, or Grammarly. These samples can be customized to fit your specific situation. Is it necessary to customize a job confirmation letter sample before sending it? Yes, it is important to customize a job confirmation letter sample to include your personal details, specific job information, and the context of your request. Personalized letters are more professional and increase the likelihood of a positive response. What is the typical format for a request for a job confirmation letter sample? The typical format includes a formal salutation, a brief introduction explaining your role or purpose, a clear request for the confirmation letter sample, any specific details needed, and a courteous closing. Keep the tone professional and concise.

**Related keywords:** job verification letter, employment confirmation template, employment verification sample, job offer letter, employment letter format, confirmation letter sample, work verification template, employment status letter, job confirmation email sample, employment proof letter

## REQUEST FOR CONFIRMATION LETTER SAMPLE

### Request for Confirmation Letter Sample

A request for confirmation letter sample is an essential resource for professionals, students, or organizations seeking official validation or acknowledgment from an authority. Whether you're requesting confirmation of employment, admission, appointment, or any other official matter, knowing how to craft a well-structured and polite request letter is crucial. This guide provides comprehensive insights into creating effective confirmation request letters, including sample templates, tips for writing, and best practices to ensure your request receives a positive response.

### Understanding the Importance of a Confirmation Letter Request

A confirmation letter serves as an official document that affirms specific details or agreements

between parties. When requesting such a letter, the goal is to clearly communicate your need, provide relevant details, and maintain professionalism.

Why is a request for confirmation letter important?

- Official Documentation: It creates a formal record for future reference.
- Clarifies Agreements: Ensures all parties are aligned on specifics like employment terms, admission status, or appointment details.
- Facilitates Trust: Demonstrates professionalism and respect in formal communications.
- Supports Applications: Sometimes required for visa applications, visa renewals, or legal processes.

## Key Elements of a Request for Confirmation Letter

Before diving into sample templates, it's important to understand the core components that make an effective request letter.

### 1. Clear Subject and Opening Statement

- Clearly state your intent to request a confirmation letter.
- Mention the specific details or context prompting the request.

### 2. Personal or Organizational Details

- Include your full name, position, organization, and contact information.
- Mention the recipient's details if applicable.

### 3. Specific Details to Confirm

- Clearly specify what you need confirmation on: dates, employment status, appointment details, etc.
- Provide relevant reference numbers or identifiers.

### 4. Reason for the Request

- Briefly explain why you need the confirmation letter.

- Mention deadlines if any.

## 5. Polite Closing and Contact Details

- Thank the recipient for their assistance.
- Provide your contact information for follow-up.

## Sample Request for Confirmation Letter Templates

Below are several templates tailored for different scenarios. Use these samples as a foundation to craft your own customized request.

### 1. Sample Request for Employment Confirmation Letter

``plaintext

Subject: Request for Employment Confirmation Letter

Dear [Recipient?s Name],

I hope this message finds you well. I am writing to kindly request an employment confirmation letter for my records. I am currently employed as [Your Position] at [Company Name], and I require this document to [state purpose, e.g., apply for a loan, visa processing, etc.].

Please include the following details in the confirmation letter:

- My full name: [Your Full Name]
- Job title: [Your Job Title]
- Employment start date: [Start Date]
- Employment status: [Full-time/Part-time]
- Salary (if applicable): [Salary Details]
- Supervisor?s/HR contact details

I would appreciate it if you could provide the letter by [specific date], as I need to submit it for [reason].

Thank you very much for your assistance. Please let me know if you require any additional information.

Best regards,

[Your Name]

[Your Contact Information]

[Your Position]

[Company Name]

...

## 2. Sample Request for Admission Confirmation Letter

``plaintext

Subject: Request for Admission Confirmation Letter

Dear [Admissions Office/Recipient's Name],

I am writing to request an official confirmation of my admission to [Institution Name] for the [Program Name] starting in [Start Date].

This confirmation is required for [reasons, e.g., visa application, scholarship application, housing arrangements].

Kindly include the following details:

- Student name: [Your Full Name]
- Program enrolled: [Program Name]
- Admission date: [Date]
- Student ID: [ID Number]
- Duration of program: [Duration]

I would be grateful if you could send the confirmation letter by [desired date].

Thank you very much for your support. Please feel free to contact me at [your contact info] if further information is needed.

Sincerely,

[Your Name]

[Your Contact Details]

[Application ID or Student Number]

...

### 3. Sample Request for Appointment or Meeting Confirmation

``plaintext

Subject: Request for Confirmation of Appointment

Dear [Recipient's Name],

I hope you are doing well. I am writing to kindly request a confirmation of our scheduled appointment on [date] at [time], at [location].

This confirmation will help me ensure that I am fully prepared and present at the agreed time.

Please confirm the appointment details at your earliest convenience. Should there be any changes or if you need additional information, feel free to contact me.

Thank you very much for your assistance.

Best regards,

[Your Name]

[Your Contact Information]

[Your Position/Organization]

...

## Best Practices for Writing an Effective Confirmation Request Letter

To maximize your chances of receiving a timely and positive response, consider the following tips:

### 1. Be Clear and Concise

- Clearly state your request without unnecessary details.
- Use straightforward language.

## 2. Maintain a Professional Tone

- Use polite language and formal greetings.
- Avoid slang or overly casual expressions.

## 3. Specify Deadlines

- Mention any urgency or specific dates by which you need the confirmation.

## 4. Include Relevant Details

- Ensure all necessary information (e.g., reference numbers, dates, personal details) is included for easy identification.

## 5. Proofread Before Sending

- Check for grammatical errors or typos.
- Confirm all details are accurate.

## 6. Follow Up Appropriately

- If you do not receive a response within a reasonable time, send a polite follow-up email.

## Additional Tips for Customizing Your Confirmation Letter Request

- Identify the right recipient: Ensure your request is addressed to the appropriate person or department.
- Use official channels: Send your request via official email or letterhead when possible.
- Attach supporting documents: If relevant, include copies of prior correspondence, identification, or reference numbers.
- Express appreciation: Politeness fosters goodwill and increases the likelihood of a prompt response.

## Conclusion

A well-crafted request for confirmation letter sample can streamline your process of obtaining official validation from organizations or authorities. By including all relevant details, maintaining professionalism, and following best practices, you increase your chances of securing a positive and timely response. Remember to personalize templates to fit your specific needs, proofread thoroughly, and communicate politely. Whether you need an employment confirmation, admission verification, or appointment acknowledgment, the right request letter can make all the difference in achieving your objective efficiently.

**Keywords:** request for confirmation letter sample, confirmation letter request template, official confirmation letter, how to request a confirmation letter, sample confirmation request email, professional request letter, formal confirmation letter template

### Request for Confirmation Letter Sample: An Expert Guide

In the realm of professional communication, clarity and formality are paramount ? especially when it comes to official requests and responses. One such vital document is the request for confirmation letter, a formal correspondence used to seek validation, acknowledgment, or affirmation from an individual or organization regarding specific information, arrangements, or commitments. Whether you're a corporate professional, an HR manager, or a student seeking academic confirmation, understanding how to craft an effective request for confirmation letter is essential.

In this comprehensive guide, we will explore the nuances of request for confirmation letters, offer detailed samples, and dissect their structure to help you craft clear, professional, and effective documents.

## Understanding the Request for Confirmation Letter

A request for confirmation letter serves as a formal method to verify or confirm details such as employment status, appointment dates, agreements, reservations, or any other pertinent information that requires acknowledgment from the recipient. It acts as an official record, ensuring both parties are aligned and that the necessary action or acknowledgment has been duly noted.

### Why Is a Confirmation Letter Important?

- **Legal and Formal Record:** It provides documented proof of mutual understanding.
- **Clarity and Precision:** It minimizes misunderstandings by clearly articulating the details to be confirmed.
- **Professionalism:** Demonstrates respect, courtesy, and professionalism in communication.



- Ensures Accountability: Holds parties accountable for their commitments or acknowledgments.

### Common Situations Requiring a Request for Confirmation Letter

- Confirming employment or appointment details
- Verifying reservation or booking arrangements
- Acknowledging receipt of documents or payments
- Confirming meeting dates or event participation
- Clarifying contractual terms or agreements

## Core Components of a Request for Confirmation Letter

Creating an effective request for confirmation letter involves careful structuring. An ideal letter should be concise yet comprehensive, polite yet direct. Here are the essential parts:

- Header and Date
- Your contact information (name, address, email, phone number)
- Date of writing the letter
- Recipient's contact information
- Salutation
- Formal greeting, e.g., "Dear Mr./Ms. [Last Name],"
- Introduction
- State the purpose of your letter clearly.
- Reference any previous communication or agreement, if applicable.
- Body of the Letter

- Specify the details you seek confirmation on.
- Use bullet points or numbered lists for clarity when confirming multiple items.
- Include relevant dates, figures, or terms.
  
- Request for Confirmation
  
- Politely ask the recipient to acknowledge or confirm the details.
- Mention the preferred method of confirmation (reply email, signed document, etc.).
  
- Closing Remarks
  
- Express appreciation for the recipient's cooperation.
- Offer to provide additional information if needed.
  
- Sign-off and Signature
  
- Formal closing, e.g., "Sincerely," or "Best regards,"
- Your signature (if printed)
- Your printed name and designation

## Sample Request for Confirmation Letter

Below is a detailed sample to illustrate how these components come together in practice.

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, ZIP]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, ZIP]

Dear Mr./Ms. [Recipient's Last Name],

Subject: Request for Confirmation of Appointment and Details

I hope this message finds you well. I am writing to confirm the details regarding the upcoming project collaboration scheduled between [Your Company] and [Recipient's Organization]. As per our recent discussions, I would appreciate your confirmation on the following points to ensure mutual understanding and smooth execution:

- Project Start Date: October 15, 2023
- Project Duration: Six months, ending on April 15, 2024
- Scope of Work: As outlined in the attached proposal
- Payment Terms: Net 30 days upon invoice receipt
- Point of Contact: [Your Name/Contact Person], reachable at [contact information]

Please review these details and confirm their accuracy at your earliest convenience. If there are any discrepancies or additional points to discuss, do not hesitate to communicate them. You may reply to this email or contact me directly at [your phone number].

Your prompt confirmation will be highly appreciated to facilitate the timely initiation of our project. Thank you for your cooperation, and I look forward to your confirmation.

Best regards,

[Your Signature (if printed)]

[Your Name]

[Your Position]

[Your Company]

## Tips for Writing an Effective Request for Confirmation Letter

Crafting an effective confirmation request involves clarity, professionalism, and tact. Here are some expert tips:

- Be Clear and Concise
  
- State the purpose explicitly in the opening paragraph.
- List specific details to be confirmed in bullet points.
  
- Use Formal Language
  
- Maintain professionalism with polite language and proper titles.
- Avoid colloquialisms or overly casual phrasing.
  
- Reference Previous Communications
  
- Mention prior discussions, emails, or agreements to provide context.
- Attach relevant documents if necessary.
  
- Specify a Response Time
  
- Politely indicate a deadline for confirmation to prevent delays.
  
- Proofread Carefully

- Check for grammatical errors, typos, and clarity.
- Ensure all details are accurate and complete.
- Include Contact Information
- Make it easy for the recipient to respond or ask questions.

## Sample Variations for Different Scenarios

Different situations may require tailored wording. Here are examples for varied contexts:

### A. Confirming Employment Details

Subject: Confirmation of Employment Offer

Dear Ms. Johnson,

Following our recent conversation, I would like to kindly request your confirmation of the employment details for the position of Marketing Manager at ABC Corporation:

- Start Date: November 1, 2023
- Salary: \$70,000 per annum
- Work hours: 9:00 AM to 5:00 PM, Monday through Friday
- Reporting Manager: Mr. John Doe

Please confirm these details by replying to this email by October 25, 2023. Should you have any questions or require modifications, feel free to contact me.

Thank you for your prompt attention.

Best regards,

[Your Name]

### B. Confirming Meeting Arrangements

Subject: Confirmation of Meeting Schedule

Dear Mr. Lee,

I am writing to confirm our scheduled meeting on October 20, 2023, at 2:00 PM at your office located at [address]. Kindly confirm if this date and time remain convenient for you.

Additionally, please confirm the agenda items listed in our previous correspondence.

Looking forward to your confirmation.

Warm regards,

[Your Name]

## Conclusion

A request for confirmation letter is an indispensable tool in professional correspondence, ensuring clarity, accountability, and mutual understanding. By adhering to a structured format, using courteous language, and clearly listing the details to be confirmed, you can craft effective, professional requests that facilitate smooth communication and prevent misunderstandings.

Whether confirming appointments, project details, or contractual terms, the key lies in clarity, professionalism, and promptness. Remember, a well-structured and polite confirmation request not only streamlines processes but also enhances your credibility and relationships with colleagues, clients, or partners.

Armed with the insights and samples provided in this guide, you can confidently draft your own request for confirmation letters tailored to any scenario, ensuring your communication remains effective and professional.

**Question** What should be included in a request for a confirmation letter sample? A request should include your full name, position or relation, the purpose of the confirmation, specific details needed, and a polite request for the sample letter. **Answer** How can I find a professional confirmation letter sample online? You can search reputable templates on websites like Indeed, LinkedIn, or business template platforms that offer free or paid samples suitable for various purposes. What is the proper tone to use in a request for a confirmation letter sample? Use a polite, formal, and professional tone, clearly stating your request and expressing appreciation for their assistance. Can I customize a confirmation letter sample to fit my specific needs? Yes, confirmation letter samples are templates meant to be personalized with your details, purpose, and any specific information relevant to your situation. Are there any free resources for obtaining request for confirmation letter samples? Yes, many websites like Template.net, Canva, and Office.com offer free downloadable confirmation letter samples and request templates. What are common mistakes to avoid when

requesting a confirmation letter sample? Avoid vague requests, grammatical errors, being too informal, or failing to specify the purpose of the confirmation letter clearly. How should I follow up if I don't receive a confirmation letter sample after my request? Send a polite follow-up email or call after a few days, reiterating your request and expressing appreciation for their assistance. Why is it important to review a confirmation letter sample before requesting one? Reviewing samples helps you understand the proper format, tone, and content, ensuring your request is clear and professional.

**Related keywords:** confirmation letter, sample confirmation letter, request letter, confirmation email template, confirmation letter format, official confirmation letter, sample request for confirmation, confirmation letter sample pdf, confirmation letter template free, formal request letter

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