

[Your Agency/Organization Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Background Check

Dear [Recipient Name],

I am writing to formally request a background check for [Full Name of Individual], who is applying for [specific job/position] within [Your Agency/Organization]. This request is compliant with the Criminal Justice Information Services (CJIS) requirements and aims to ensure the safety and security of our operations.

****Details of the Individual:****

- Full Name: [First, Middle, Last]
- Date of Birth: [MM/DD/YYYY]
- Social Security Number: [XXX-XX-XXXX]
- Address: [Full Address]

****Purpose of Background Check:****

The purpose of this background check is to assess the individual's qualifications and ensure compliance with our organization's standards for [specific position/job].

Enclosed are the signed consent form and all required documentation for processing this request. Please let me know if you need any additional information or have any questions regarding this request.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Title]

[Your Agency/Organization]

[Your Contact Information]

[Your Email Address]

[Enclosures: Consent Form, Additional Documentation]