

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Company Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

Subject: Background Document Verification

I hope this message finds you well.

We are conducting a background verification process for [Employee's Name/Applicant's Name] who has applied for the position of [Position Title] within our organization. To ensure compliance and accuracy in our hiring process, we kindly request your assistance in verifying specific documents and information related to [his/her/their] employment history. The details we would like to verify are as follows:

1. Employment Dates
2. Job Title
3. Responsibilities/Duties
4. Any other relevant information

We appreciate your cooperation in this matter and request that you provide verification by [Specify Deadline, e.g., two weeks from today] to facilitate our hiring process. Please feel free to reach out via phone or email should you require any further information.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]  
[Your Company/Organization]