

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Embassy Name]
[Embassy Address]
[City, State, ZIP Code]

Subject: Background Check Request

Dear [Consular Officer/Embassy Official's Name],
I hope this letter finds you well. I am writing to formally request a background check that is necessary for [state the purpose, e.g., visa application, employment, etc.].

I am [your nationality or relevant information], and my details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]
- Nationality: [Your Nationality]

Please find enclosed the required documents to facilitate this request:

- Copy of my passport
- Completed background check form (if applicable)
- Any additional documents as required

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]