

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[FBI Verification Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request information regarding the verification process for my background investigation as part of my application for [specific position or purpose, e.g., a position within the FBI, a federal security clearance, etc.].

I understand that the verification process is a crucial step in ensuring the integrity and reliability of candidates for positions that require a high level of trust and security. I am fully committed to providing any necessary documentation and cooperation needed to facilitate this process.

Please let me know if there are specific forms or additional information required from my side to expedite the verification. I appreciate your assistance and guidance during this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]