

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

[Recipient's Name]
[FBI or Relevant Department Name]
[Address]
[City, State, Zip Code]

Subject: Request for Document Verification

Dear [Recipient's Name or "To Whom It May Concern"],

I am writing to request verification of documents related to my background check for [specific purpose, e.g., employment, immigration, etc.]. The following documents are enclosed for your review:

1. [Document 1 Description]
2. [Document 2 Description]
3. [Document 3 Description]

My personal details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- [Any other relevant identification information]

Please let me know if you require any additional information or documentation to facilitate this verification. 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]