

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

FBI Criminal Justice Information Services Division
1000 Custer Hollow Road
Clarksburg, WV 26306

Subject: Request for Verification Inquiry

Dear Sir/Madam,

I am writing to request a verification inquiry pertaining to my personal background check. Below are the details required for processing my request:

1. **Full Name:** [Your Full Name]
2. **Date of Birth:** [Your Date of Birth]
3. **Social Security Number:** [Your SSN]
4. **Current Address:** [Your Current Address]
5. **Previous Addresses:** [List any previous addresses if applicable]

Enclosed with this letter, you will find the necessary identification documents, including a government-issued ID and any other required forms. I appreciate your prompt attention to this matter and look forward to your response.

Sincerely,

[Your Name]

[Signature if sending a hard copy]