

****FBI Verification Letter Template****

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

Dear [Recipient Name],

Subject: Verification of FBI Records

I am writing to formally request verification of my FBI records for [specific purpose, e.g., employment, travel, etc.]. My details are as follows:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN, if required]
- Address: [Your Current Address]

Please find attached the necessary documents, including a copy of my identification and the authorization form. I would appreciate your prompt attention to this matter as [mention any specific deadlines or reasons for urgency, if applicable].

Thank you for your assistance.

Sincerely,

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

****Attachments:****

1. Copy of Identification
2. Authorization Form