

[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: Verification Request for [Specify Purpose, e.g., Employment  
Background Check]

Dear [FBI Contact Name or "To Whom It May Concern"],

I am writing to request verification of my [state purpose, e.g., criminal  
history record] as part of the [specific reason, e.g., employment  
application process]. Below are my details for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Current Address: [Your Current Address]
- Previous Addresses: [Any Previous Addresses, if necessary]

Attached you will find [list any documents you are enclosing, e.g.,  
identification, fingerprint card, or specific forms required by the FBI].  
Please let me know if you require any additional information or  
documentation to process this request. I appreciate your assistance and  
look forward to your prompt response.

Sincerely,  
[Your Name]