

[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 of Identity for [Your Full Name]

Dear Sir/Madam,

I am writing to request verification of my identity for the purpose of obtaining my criminal history record information. Below are my details:

Full Name: [Your Full Name]  
Date of Birth: [Your Date of Birth]  
Place of Birth: [Your Place of Birth]  
Social Security Number: [Your SSN]  
Current Address: [Your Current Address]

Attached to this letter, you will find copies of my identification documents, including [list documents, e.g., driver's license, passport]. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you.

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Title (if applicable)]