

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name or Title]  
[FBI Headquarters or Relevant Department]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name or Title],

Subject: Request for Verification Letter

I am writing to formally request a verification letter from the FBI regarding [specific request, e.g., "a background check for employment purposes," or "my criminal record status"].

To assist in the processing of my request, I have included the following information:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Address: [Your Current Address]
- Additional Information: [Any other relevant details, e.g., case number, dates, etc.]

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