

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

[FBI Office Address]  
[City, State, Zip Code]

Subject: Request for Verification

Dear Sir/Madam,

I am writing to request verification for [specify the purpose, e.g., employment, background check, etc.].

Please find enclosed the necessary documents to support my request:

1. [List document 1]
2. [List document 2]
3. [List document 3]

I would appreciate your prompt attention to this matter. If you need any further information, please do not hesitate to contact me at the phone number or email address provided above.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]