

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]  
[Recipient's Name]  
[Title]  
[Agency/Department Name]  
[FBI Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a verification of my background for [specific purpose, e.g., employment, security clearance, etc.]. I understand that the FBI conducts thorough background checks, and I would appreciate any assistance you can provide regarding this matter.

Please let me know what documents or information you need from my side to facilitate this process. I am happy to provide any necessary identification or forms as required.

Thank you very much for your time and attention to this request. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Phone Number]