

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

[Recipient's Name]  
[Recipient's Title]  
[FBI Background Check Department]  
[Address]  
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to request verification of my background check processed by the FBI. My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Social Security Number: [Your SSN]

Reference Number: [Your Reference Number, if applicable]

I appreciate your assistance with this matter. Please let me know if you require any further information or documentation.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature, if sending a hard copy]