

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

[Date]
[FBI Criminal Justice Information Services Division]
[Address]
[City, State, Zip Code]

Subject: Request for FBI Clearance Verification

Dear Sir/Madam,

I am writing to request a verification of my FBI clearance for [specific purpose, e.g., employment, adoption, etc.]. Below are my details for your reference:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Social Security Number: [Your SSN]
Previous Names (if any): [Any Previous Names]
Current Address: [Your Current Address]
Phone Number: [Your Phone Number]
Email Address: [Your Email Address]

Please let me know if you require additional information or documentation to process my request. Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Typed Name]