

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

[Recipient's Name]
[Title]

[Department/Agency]

[FBI Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: [Purpose of the Letter, e.g., "Background Verification for Employment"]

I hope this message finds you well. I am writing to provide the requested information regarding my background verification process in connection with my application for [specific position or purpose].

[Paragraph 1: Brief introduction and purpose of the letter.]

I understand that the FBI conducts thorough background checks, and I want to ensure that all necessary information is available for your review.

[Paragraph 2: Provide any relevant personal information or context about your background.]

I have [mention any previous employment, education, or relevant experiences], and I am committed to maintaining transparency throughout this process.

[Paragraph 3: Offer to provide additional information or documentation as needed.]

If you require any further information or documents, please do not hesitate to reach out. I am happy to assist in any way I can.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]