

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
[FBI or Specific Department Name]  
[FBI Address]  
[City, State, Zip Code]  
Subject: Request for FBI Verification  
Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to formally request verification from the FBI regarding [specific information or purpose, e.g., a background check, employment verification, etc.].  
[Provide a brief explanation of why the verification is needed and any relevant details.]  
Enclosed are the necessary documents required for processing this request, including [list any enclosed documents, e.g., identification, completed forms, etc.].  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]