

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

FBI Criminal Justice Information Services Division
Attn: FBI Verification Inquiry
1000 Custer Hollow Road
Clarksburg, WV 26306

Dear Sir/Madam,

I am writing to formally request verification for my background check in relation to [specific reason for inquiry, e.g., employment, adoption, etc.]. My information is as follows:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Social Security Number: [Your SSN] (if applicable)
Address: [Your Current Address]
Phone Number: [Your Phone Number]

Please process this inquiry at your earliest convenience as I require the results for [specific purpose, e.g., employment eligibility, legal requirements, etc.]. If any additional information is needed to process this request, please do not hesitate to contact me at the provided phone number or email address.

Thank you for your attention to this matter.

Sincerely,

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