

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

[Recipient's Name]
[Department Name]
Federal Bureau of Investigation
[Office Address]
[City, State, ZIP Code]

Dear [Recipient's Name],
Subject: Request for Verification

I hope this letter finds you well. I am writing to formally request verification of [specific individual's name], who is currently [provide context or purpose for verification, e.g., considered for employment, applying for a security clearance, etc.].

[Provide any necessary details regarding the individual, including date of birth, social security number, and any other relevant identifiers, while maintaining confidentiality and compliance with relevant privacy laws.]

We appreciate your assistance in this matter and understand the importance of maintaining confidentiality and security protocols. Please send the requested verification to my attention at the address listed above or via email at [your email address].

If you require any further information to process this request, do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this request.

Sincerely,

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