

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

FBI Records Management Division
1000 Custer Hollow Road
Clarksburg, WV 26306

Subject: Request for FBI Verification Check

Dear Sir/Madam,

I am writing to request a verification check on my criminal background through your department. My details are as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Place of Birth: [Your Place of Birth]

Social Security Number: [Last Four Digits of SSN]

I require this verification for [state the purpose, e.g., employment, immigration, etc.]. Enclosed are copies of my identification and any necessary forms needed to process this request.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]