

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

FBI Criminal Justice Information Services Division  
1000 Custer Hollow Road  
Clarksburg, WV 26306

Subject: Request for Verification of Information

Dear Sir/Madam,

I am writing to request verification of my information as part of the FBI background check process. Below are my details for your reference:

Full Name: [Your Full Name]

Date of Birth: [MM/DD/YYYY]

Social Security Number: [###-##-####]

Current Address: [Your Current Address]

Please let me know if you require any further information or documentation to assist with this verification process.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]