

[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 FBI Background Check Verification

Dear Sir/Madam,

I am writing to formally request a verification of my background through the FBI's national criminal history check. I require this verification for [reason - e.g., employment, adoption, immigration purposes, etc.]. Please find included the necessary personal information:

- Full Name: [Your Full Name]
- Date of Birth: [MM/DD/YYYY]
- Place of Birth: [City, State]
- Address: [Your Current Address]

Enclosed are copies of my identification and any required forms, as well as payment for the processing fee.

Should you require any further information or documentation, please do not hesitate to contact me at [your phone number or email].

Thank you for your assistance in this matter.

Sincerely,

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