

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

FBI Criminal Justice Information Services Division
Attn: FBI Background Check
1000 Custer Hollow Road
Clarksburg, WV 26306
Subject: Request for Verification of Background Check

Dear Sir/Madam,

I am writing to request verification of my background check conducted by the FBI. Below are my details for your reference:

Full Name: [Your Full Name]
Date of Birth: [Your Date of Birth]
Social Security Number: [Your SSN]
Address: [Your Last Known Address]
Reason for Request: [State the reason for the background check verification]

I have included the necessary documents and payment (if applicable) as per the requirements outlined on your website. Please let me know if any additional information is required to process my request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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