

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

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

Dear Sir/Madam,

I am writing to formally request an FBI background check verification as part of [reason for request, e.g., employment requirement, immigration process, etc.].

Please find attached the completed fingerprint card and required documents, including:

1. A copy of my government-issued identification
2. A signed consent form
3. Payment for the processing fee (if applicable)

My personal information is as follows:

Full Name: [Your Full Name]

Date of Birth: [Your Date of Birth]

Social Security Number: [Your SSN]

Place of Birth: [Your Place of Birth]

If you require any further information or additional documents, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]