

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

[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company/Organization Address]
[City, State, Zip Code]

Subject: Background Check Authorization

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally authorize [Company/Organization Name] to conduct a background check as part of the visa application process.

Please find my details below for your reference:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number (if applicable): [Your SSN]
- Current Address: [Your Current Address]
- Previous Addresses (if any): [List Previous Addresses]

I understand that the background check may include a review of my criminal history, employment verification, and other relevant information. I consent to the investigation of my background as necessary for my visa application.

I appreciate your assistance in this matter and look forward to your prompt action.

Thank you for your attention.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]