

[Your Company Letterhead]

[Date]

[Police Department Name]

[Address]

[City, State, ZIP Code]

Subject: Police Verification Request for Employment

To Whom It May Concern,

We, [Your Company Name], located at [Your Company Address], are requesting police verification for the following individual as part of our employment process.

****Employee Details**:**

- Full Name: [Employee's Full Name]
- Date of Birth: [Employee's Date of Birth]
- Address: [Employee's Residential Address]
- Position Applied For: [Job Title]
- Employment Start Date: [Proposed Start Date]

We kindly ask for your assistance in conducting a background check to verify any criminal history or pending cases for the aforementioned individual.

Please let us know if you require any additional information or documentation to process this request.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]