

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

[Date]
[Recipient Name]
[Title]
[TLC Licensing Office Name]
[Office Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Background Check for TLC License

I am writing to request the initiation of a background check as part of my application for a Taxi and Limousine Commission (TLC) license. My application reference number is [Your Application Reference Number].

I understand that a background check is a critical component of the licensing process, and I am committed to ensuring that all necessary information is provided to facilitate this check. Please let me know if there are any specific documents or forms required from my side to proceed with the background verification.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]