

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

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

Dear [Recipient's Name],

Subject: Background Verification Request

I hope this message finds you well.

I am writing to formally request background verification for [Employee's Name/Applicant's Name] who has applied for the position of [Job Title] at [Company/Organization Name]. We seek to confirm the following details:

1. Employment history
2. Education credentials
3. Criminal record check
4. Reference check

Please let us know if you require any forms or additional information to facilitate this process.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]