Employment Background Inquiry

Date: [Insert Date]

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to inquire about the employment background check process for a position I recently applied for at [Company Name]. I understand that thorough background checks are critical in ensuring the integrity of the hiring process, and I want to ensure that all information you have is accurate and up to date.

As part of this inquiry, I would like to provide you with the following information related to my employment history:

- **Previous Employer:** [Name of Previous Employer]
  Job Title: [Your Job Title]
  Employment Dates: [Start Date] to [End Date]
- **Previous Employer:** [Name of Another Previous Employer]
  Job Title: [Your Job Title]
  Employment Dates: [Start Date] to [End Date]

Please let me know if you require any additional information or documentation to facilitate this process.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]