

# Background Check Approval Request

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request your approval to proceed with a background check for [Applicant's Name], who has applied for the [Position Title] position within our organization.

As part of our hiring process, we conduct background checks to ensure the integrity and qualifications of potential employees. [Applicant's Name] has consented to the background check and we believe this step is crucial for maintaining our company's standards.

Below are the details of the applicant:

- Name: [Applicant's Name]
- Position: [Position Title]
- Date of Birth: [DOB]
- Social Security Number: [Last Four Digits]

Please let us know if you approve this request, or if you need any further information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]