

# Background Check Information

Date: [Insert Date]

Recipient Name: [Insert Recipient Name]

Recipient Address: [Insert Recipient Address]

City, State, Zip: [Insert City, State, Zip]

Dear [Recipient Name],

We are writing to inform you that we will be conducting a background check as part of our hiring process. This check will include verification of your employment history, educational qualifications, and any criminal records.

Please provide us with the following information to facilitate the background check:

- Full Name: [Insert Full Name]
- Date of Birth: [Insert Date of Birth]
- Social Security Number: [Insert SSN]
- Current Address: [Insert Current Address]
- Previous Addresses (last 5 years): [Insert Addresses]

Your cooperation is appreciated and will assist us in processing your application in a timely manner. If you have any questions or concerns regarding this background check, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]