

# Letter of Acknowledgment for Background Review Process

Date: [Insert Date]

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

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

Dear [Recipient Name],

We are writing to formally acknowledge the initiation of the background review process for [Employee/Applicant Name]. We appreciate your cooperation and the information you will provide as part of this review.

This process is vital for ensuring that we maintain a safe and professional environment for all our employees. We aim to conclude this review by [Insert Deadline].

If you have any questions or need further clarification regarding the process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]