

# Formal Request for Applicant Background Inquiry

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request your assistance in conducting a background inquiry for [Applicant's Name], who has applied for the position of [Job Title] with our company, [Your Company Name].

As a part of our hiring process, we conduct thorough background checks to ensure that all candidates meet our standards and are aligned with our company values. This inquiry will include verification of employment history, educational credentials, and any relevant criminal history.

We kindly ask that you provide any information regarding [Applicant's Name] that can assist us in our evaluation. All information received will be kept confidential and used solely for the purpose of assessing the candidate's suitability for the position.

Please let us know if you require any additional information or if there are any forms or protocols we should follow to facilitate this inquiry.

Thank you for your attention to this matter and your continued support.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]