

Embassy of [Country]

[Embassy Address]

[City, State, ZIP Code]

[Date]

[Your Full Name]

[Your Address]

[City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Request for Felony Record Check

Dear [Embassy Official's Name],

I hope this letter finds you well. My name is [Your Full Name] and I am a [Your Nationality] citizen currently residing in [Your Current Location]. I am writing to formally request a felony record check as part of the documentation required for [specific purpose, e.g., visa application, residency, etc.].

Below are my personal details for your reference:

- Date of Birth: [Your Date of Birth]
- Passport Number: [Your Passport Number]

Additionally, I have attached copies of my identification documents for verification purposes.

I would greatly appreciate your assistance in processing this request at your earliest convenience. Please inform me of any further documents or information you may require.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Full Name]