

Embassy Submission Letter for Background Check

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To,

The Consulate General of [Country Name]

[Embassy/Consulate Address]

[City, State, Zip Code]

Subject: Request for Background Check

Dear Sir/Madam,

I am writing to request a background check as part of my application to [specific purpose, e.g., visa application, residency]. My details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
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- Nationality: [Your Nationality]

Please find enclosed the necessary documents to facilitate the check:

- Copy of my passport
- Completed background check application form
- Recent photographs
- Any additional documents as required

I appreciate your assistance and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]