

Background Check Request for Employment

Date: [Insert Date]

[Your Name]
[Your Position]
[Your Company]
[Company Address]
[City, State, Zip Code]

[Recipient Name]
[Background Check Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a background check on [Applicant's Full Name], who has applied for the position of [Job Title] with [Your Company]. In accordance with [relevant laws, e.g., FCRA], we seek your assistance in conducting a thorough background check to evaluate their suitability for employment.

Please include verification of employment history, criminal background checks, credit history (if applicable), and any other relevant information.

Attached to this letter, you will find the necessary consent form signed by [Applicant's Name], allowing us to proceed with this request.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Company]