

Notification Request for Identity Background Check

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request your assistance in conducting an identity background check on myself, as part of [the purpose, e.g., employment verification, adoption process, etc.]. I understand that this is a standard procedure, and I am more than willing to provide any necessary information required to facilitate the process.

For your reference, the following details are provided:

- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Social Security Number: [Your SSN]
- Current Address: [Your Current Address]

If you require any additional documents or information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]