

Request for Personal Background Verification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a personal background verification as part of [specific purpose, e.g., job application, security clearance, etc.].

Please let me know if you require any additional information or documentation to process this request. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your time and cooperation.

Sincerely,

[Your Name]