

Candidate Background Verification Request

Date: [Insert Date]

To: [Verification Agency Name]

Address: [Verification Agency Address]

Dear [Verification Agency Contact Name],

We are in the process of completing the background verification for our candidate, [**Candidate Name**], who has applied for the position of [**Job Title**] at [Your Company Name].

We kindly request your assistance in conducting a thorough background check covering the following aspects:

- Employment history
- Education verification
- Criminal record check
- Reference checks

Please find attached the candidate's consent form as well as any necessary identification documents to facilitate this process.

We appreciate your prompt attention to this request, as it will help us expedite our hiring process. Should you require any further information, do not hesitate to reach out to me directly at [Your Phone Number] or [Your Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]