

Request for Pre-Employment Background Investigation

Date: [Insert Date]

To: [Background Check Company/Agency Name]

Address: [Insert Address]

City, State, ZIP: [Insert City, State, ZIP]

Dear [Contact Name],

We are conducting a pre-employment background investigation for the candidate:

Name: [Candidate's Full Name]

Position Applied For: [Position Title]

Date of Birth: [Candidate's Date of Birth]

Social Security Number: [Candidate's SSN]

Please conduct a background check that includes, but is not limited to:

- Employment verification
- Criminal history check
- Education verification
- Credit report (if applicable)

Attached is the candidate's signed authorization form to proceed with this background check.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you require further information.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company's Address]

[City, State, ZIP]