

Subject: Inquiry Regarding Employment History Verification

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are conducting a routine background check on [Candidate's Name], who has applied for the position of [Job Title] at [Your Company]. During this process, we discovered discrepancies in the employment history listed on their resume.

Specifically, we would like to verify the following information:

- Dates of Employment: [Insert Dates]
- Job Title: [Insert Job Title]
- Responsibilities: [Insert Key Responsibilities]

We kindly request your assistance in verifying this information at your earliest convenience. Please respond by [Deadline for Response]. Your cooperation in this matter is greatly appreciated.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]

[Your Position]

[Your Company]