

Letter of Authorization for Background Check

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Employer's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Employer's Name],

I, [Your Full Name], hereby authorize [Company Name] to conduct a background check as part of the hiring process for the position of [Job Title] I have applied for. This may include contacting my previous employers, references, and any other individuals or organizations deemed necessary to verify my qualifications and background.

I understand that the information obtained during the background check will be used solely for the purpose of employment consideration, and I consent to this process.

Thank you for your attention to this matter. Please feel free to contact me via phone or email if you require any further information.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]