



Criminal Background Check Sample Letter

Background Check Company Name and Address

Staffing Agency Name and Address

Date

Dear ,

I am requesting a background check on the individual(s) enclosed.

List applicant names here

These individuals are being considered for full time employment or as independent contractors with _____ (name of agency). Please contact me at _____ (phone number) if you have any questions regarding this request.

Please charge \$ _____ per name to account # _____.

Sincerely,

Administrator Name and Signature