

[Date]

[Background Check Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Referral for Comprehensive Background Investigation - [Candidate Full Name]

Dear [Contact Name or Background Check Team],

This letter serves as a formal request for [Company Name] to initiate a comprehensive background check for the following candidate:

- **Candidate Name:** [Full Name]
- **Position Applied For:** [Job Title]
- **Candidate Email:** [Email Address]
- **Candidate Phone:** [Phone Number]

We require a full screening that includes, but is not limited to, the following components:

- Criminal History (Federal, State, and County)
- Employment Verification (Past [Number] years)
- Education and Degree Verification
- Professional License/Certification Verification
- Credit History Report (if applicable to position)
- Global Watchlist and Sanctions Check
- Drug Screening

Attached to this request, please find the signed Authorization and Disclosure forms provided by the candidate. Please proceed with the investigation immediately and provide the final report via [Secure Portal/Email] once completed.

Should you require any additional information or documentation to proceed, please contact [HR Contact Name] at [HR Phone Number] or [HR Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]