

[Current Date]

[Recipient Name]
[Recipient Job Title]
[Department Name]
[Company Name]

Subject: Requirement for Compliance and Background Check Profile Update

Dear [Recipient Name],

In accordance with our company policy and regulatory requirements, we are currently performing a periodic update of all employee compliance and background check profiles.

To ensure your records remain current, please provide or verify the following information:

- Current residential address and contact details.
- Updated professional certifications or licenses (if applicable).
- Completion of the attached Conflict of Interest disclosure form.
- Authorization for a renewed background screening (attached).

Please submit the required documents and complete the update via the [Internal Portal Name/Link] or return them to the Human Resources department no later than [Deadline Date].

Failure to complete this update by the specified deadline may result in a delay in your compliance standing. All information provided will be handled with strict confidentiality and in compliance with data protection laws.

If you have any questions regarding this process, please contact [Contact Person/Department] at [Phone Number/Email].

Thank you for your prompt cooperation.

Sincerely,

[Your Name]
[Your Title]
[Company Name]