

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]

**Subject: Notification of Completed Financial Verification - [Candidate Name]**

Dear [Client Contact Name],

This letter is to formally notify you that we have completed the financial background verification for the following candidate:

- **Candidate Name:** [Candidate Full Name]
- **Position Applied For:** [Job Title]
- **Date of Completion:** [Date]

The scope of this verification included a review of credit history, bankruptcy records, and financial regulatory filings as per the requirements of the position. All findings have been compiled into the attached final report for your review.

Based on our assessment, the candidate's financial background status is: **[Clear / Flagged / Pending Review]**.

Please refer to the attached documentation for detailed information regarding the credit score summary and any specific disclosures. Should you have any questions or require further clarification regarding the results, please contact our compliance department at [Phone Number] or [Email Address].

Thank you for choosing [Your Company Name] for your background screening needs.

Sincerely,

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