

[Company Name]  
[Company Address]  
[City, State, Zip Code]  
[Date]

[Credit Bureau Name]  
[Bureau Address]  
[City, State, Zip Code]

**Subject: Request for Employment Credit Report**

To Whom It May Concern,

We are writing to request a credit report for the following candidate as part of our pre-employment background screening process for a position involving financial responsibility.

**Candidate Information:**

Full Name: [Candidate Full Name]  
Social Security Number: [SSN]  
Date of Birth: [DOB]  
Current Address: [Candidate Current Address]

Attached to this request, please find the signed authorization form from the candidate, granting [Company Name] permission to access their credit history in compliance with the Fair Credit Reporting Act (FCRA).

Please provide the comprehensive credit report to the attention of [Name/Department] via [Secure Email/Fax/Mail].

Thank you for your assistance.

Sincerely,

[Signature]  
[Name of Requestor]  
[Title]  
[Phone Number]