

**Date:** [Insert Date]

**To:** [Vendor Contact Name]

[Vendor Company Name]

[Vendor Address]

**Subject: Request for Financial Background Verification**

Dear [Contact Name],

In connection with our ongoing vendor due diligence process, we are conducting a financial background verification regarding [Candidate Name/Business Entity Name].

We kindly request that you provide the following information/documentation:

- Credit history and risk rating.
- Financial statements for the past [Number] years.
- Proof of professional liability insurance.
- Bankruptcy or litigation history, if any.
- Banking references.

Attached to this letter, you will find a signed authorization form from the subject party granting permission for this release of information.

Please send the requested documents to [Email Address] or mail them to our office address by [Insert Deadline Date].

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]