

Date: [Insert Date]

To: [Insert Contact Name/Company Name]

From: [Your Name/Company Name]

Subject: Independent Contractor Reference Check Compliance Verification

Dear [Recipient Name],

This letter is to formally verify that [Contractor Name/Business Name] has undergone a comprehensive reference check and compliance review in accordance with our organization's procurement and safety standards.

We confirm that the following verification steps were completed on [Date]:

- Professional reference validation from previous clients/projects.
- Verification of active business registration and legal status.
- Confirmation of necessary professional licenses and certifications.
- Review of required insurance coverage (General Liability/Workers' Compensation).
- Background screening and identity verification (if applicable).

Based on our findings, [Contractor Name] is currently cleared and compliant for engagement as an independent contractor for the project titled: [Project Name/Contract ID].

This verification is valid until [Expiration Date], at which point a renewal of compliance documentation may be required.

If you require further details or supporting documentation regarding this verification, please contact our Compliance Department at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Your Name]

[Your Title]

[Company Name]