

[Date]

[Contractor Name]  
[Contractor Address]  
[City, State, Zip Code]

Subject: Background Check Authorization Request

Dear [Contractor Name],

In connection with your contract engagement with [Company Name], we require all independent contractors to undergo a background check. This process is part of our standard safety and security protocol.

To proceed, please provide your written authorization for [Company Name] or its designated background check provider to obtain information regarding your:

- Criminal history records
- Employment verification
- Professional license verification
- [Optional: Credit history/Driving records]

Please find the formal authorization form attached. Kindly sign and return the document by [Date] to avoid any delays in your start date.

All information obtained will be kept confidential and used solely for the purpose of evaluating your eligibility for this contract.

Thank you for your cooperation.

Sincerely,

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