

Date: [Insert Date]

To: [Vendor Company Name]

Attention: [Contact Person Name]

Address: [Vendor Address]

Subject: Facility Maintenance Vendor Background Check Authorization

To [Contact Name],

In accordance with the service agreement between [Your Company Name] and [Vendor Company Name], all vendor personnel assigned to perform maintenance work at our facility located at [Facility Address] are required to undergo a formal background check.

This authorization serves as a formal request for [Vendor Company Name] to conduct, or provide proof of, a comprehensive background screening for the following employees:

- [Employee Name 1]
- [Employee Name 2]
- [Employee Name 3]

The background check must include, but is not limited to:

- Criminal history (State and Federal)
- Identity verification
- Employment eligibility (E-Verify)
- [Optional: Drug screening results]

Please submit the clearance confirmation or certification of completion for each technician to our Facility Management Department by [Insert Deadline Date]. Access to the premises will not be granted until these requirements are satisfied.

All personal information provided will be handled in strict confidence and in compliance with applicable data protection laws.

Thank you for your cooperation in maintaining the security of our facility.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]