

[Date]

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

**Subject: Background Check Consent Request**

Dear [Contractor Name],

In connection with your proposal to provide services to [Company Name] as an independent contractor, we require a background check as part of our standard onboarding and safety protocol.

This check may include, but is not limited to, verification of your identity, criminal history records, professional licenses, and previous work references.

To proceed with your contract, please review, sign, and return the enclosed "Background Check Authorization Form." By signing this document, you authorize [Company Name] or its designated third-party agency to conduct this investigation.

The information obtained will be kept confidential and used solely for the purpose of evaluating your eligibility to perform the services outlined in our agreement.

Please return the signed consent form by [Date] to [Email Address or Department].

If you have any questions regarding this process, please contact [Contact Person Name] at [Phone Number].

Sincerely,

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