

Date: [Insert Date]

To: [Background Check Agency Name]

[Agency Address]

[City, State, Zip Code]

Subject: Letter of Authorization for Contractor Background Investigation

To Whom It May Concern,

This letter serves as formal authorization for [Name of Background Check Company] to conduct a comprehensive background investigation on the following individual(s) currently being considered for contract work with [Your Company Name]:

- **Contractor Name:** [Full Legal Name of Contractor]
- **Date of Birth:** [Contractor DOB]
- **Social Security Number/ID:** [Contractor ID Number]

The scope of this investigation may include, but is not limited to, the following:

- Criminal background records (Federal, State, and County)
- Employment history verification
- Educational qualification verification
- Professional license and certification checks
- Credit history (if applicable for the position)
- Drug screening results

I confirm that [Your Company Name] has obtained the necessary written consent and disclosure forms signed by the contractor in compliance with the Fair Credit Reporting Act (FCRA) and all applicable local privacy laws.

Please provide the final report to [Name of Contact Person/Department] at [Email Address] once the investigation is complete.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]

[Phone Number]