

[Date]

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

**Subject: Request for Background Check Authorization**

Dear [Contractor Name],

In connection with your contract engagement with [Company Name], we require all independent contractors to undergo a formal background check as part of our standard onboarding and safety compliance procedures.

To proceed with this process, please review and sign the attached Authorization Form. This background check may include, but is not limited to:

- Criminal history records
- Verification of prior employment/contracting
- Education verification
- Professional license verification (if applicable)

The information obtained will be kept strictly confidential and used solely for the purpose of evaluating your eligibility to perform services for [Company Name].

Please return the signed authorization form by [Date] via [Email Address/Submission Method]. If you have any questions regarding this request, please contact [Contact Person Name] at [Phone Number].

Thank you for your cooperation.

Sincerely,

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