

Sample Authorization for Background Check

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Date]

To Whom It May Concern,

I, [Your Name], hereby authorize [Company/Organization Name] to conduct a background check on me for the purpose of [Specify Purpose, e.g., employment, tenancy, volunteer position]. This authorization includes obtaining my criminal, employment, and educational records.

I grant permission for the release of any information necessary for the background check.

Please consider this letter as my formal authorization for the background check.

Sincerely,

[Your Signature]

[Your Printed Name]

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