Date

Your Name

Your Address

Your City, State, Zip code

Name of Background Screening Company

Address

City, State, Zip code

Dear Ladies/Gentlemen:

            Please provide me with a copy of my entire Consumer Full File Disclosure with your company, including a list of all companies who have requested or received my consumer report. I have been applying for many jobs, and rentals and I believe that you may have provided a consumer report about me.  I am sending you a photocopy of my driver’s license.

            Thank you for your cooperation and assistance here, I remain.