

To,

[Name of the recipient],

[Address of the recipient],

[Date].

**Sub: Employment Background Check Sample Letter**

**Dear applicant/ candidate,**

We hope you are doing well in this scary pandemic situation. We are sending you this letter to inform you about the ongoing process of our background check. We are requesting you not to take this delay seriously.

The delay is due to that we haven't completed our background check process yet. We assume that this process will take some more days. Our expected date of the completion of this process will be (mention the date of the completion of the process). We hope you will wait patiently for the completion of this process.

We will positively inform you of the details and further information with the completion date regarding this pending process. In the meantime, you are free to contact us at any time if you encounter any kind of questions or information. We hope you will support us in this process.

We wish you success in this event. All the best for your future prospect and your upcoming projects.

Thank you very much for your time and patience,

**With regards,**

[Name of the sender],

[Designation of the sender],

[Name of the organization]

