

[Date]

[Reference Name]

[Reference Address]

[City, State, Zip Code]

Subject: Security Clearance Reference Request for [Candidate Full Name]

Dear [Reference Name],

The [Agency Name] is currently conducting a background investigation regarding [Candidate Full Name] for the purpose of granting a security clearance. This individual has identified you as a personal or professional reference.

We request your assistance in evaluating the candidate's character, reliability, and trustworthiness. Please provide honest feedback regarding the following:

- The nature and length of your relationship with the candidate.
- Their reputation for honesty and integrity.
- Any concerns regarding their conduct or loyalty to the United States.
- Any information that may be relevant to their eligibility for access to classified information.

Your responses will be kept confidential to the extent permitted by law. Please complete the attached questionnaire or return your written statement by [Due Date].

If you have any questions, please contact our office at [Phone Number] or [Email Address]. Thank you for your cooperation in this matter of national security.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Agency Name]