

Date: [Insert Date]

To: [Facility Security Officer Name/Security Department]

Company/Agency: [Name of Current/Previous Employer or Agency]

Address: [Full Address]

Subject: Security Clearance Verification Request - [Candidate Full Name]

To Whom It May Concern,

We are currently conducting a background and security credential verification for **[Candidate Full Name]**, who is being considered for a position with **[Your Company Name]** that requires a formal security clearance.

We kindly request verification of the following information regarding the candidate's clearance status:

- **Full Name:** [Candidate Full Name]
- **Social Security Number:** [SSN - if required for look-up]
- **Date of Birth:** [Candidate DOB]
- **Clearance Level:** [e.g., Secret, Top Secret, TS/SCI]
- **Date Granted/Adjudicated:** [Insert Date]
- **Status:** [e.g., Active, Current, Inactive]
- **Investigation Type:** [e.g., SSBI, T5, T3]
- **Date of Last Investigation:** [Insert Date]

Please find the attached signed authorization form from the candidate permitting the release of this information.

Please provide this verification via [Email Address] or by fax at [Fax Number]. If you have any questions, you may contact me directly at [Phone Number].

Thank you for your assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]