

Subject: Request for Character Reference - Security Clearance - [Your Full Name]

Dear [Recipient Name],

I am writing to ask if you would be willing to provide a character reference for me as part of my background investigation for a [Level of Clearance, e.g., Secret] security clearance.

As you may know, I am currently applying for a position as a [Job Title] with [Organization/Agency]. A requirement for this role is a thorough background check to ensure my suitability for handling sensitive information. The investigators are looking for confirmation of my honesty, reliability, and trustworthiness.

I am asking you because of our [Professional/Personal] relationship over the past [Number] years. Your perspective on my integrity and conduct would be invaluable to the process.

If you agree, you may be contacted by a background investigator for a brief interview or asked to complete a written questionnaire. They will likely ask about:

- How long and in what capacity you have known me.
- My personal character and reputation.
- My judgment and emotional stability.
- My loyalty to the United States.

Please let me know if you are comfortable being listed as a reference. If so, I will need your current contact information, including your full name, address, phone number, and email address.

Thank you for your time and for considering this request.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]