

Date: [Insert Date]

To: [Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Confidential Security Clearance Reference Request

Dear [Recipient Name],

The [Agency/Organization Name] is currently conducting a background investigation regarding **[Applicant Full Name]**, who is being considered for a position requiring a Confidential Security Clearance.

Your name has been provided as a personal or professional reference. We request your assistance in evaluating the applicant's reliability, trustworthiness, and character. Please provide candid feedback regarding the following areas:

- Duration and nature of your relationship with the applicant.
- The applicant's honesty and integrity.
- Any knowledge of illegal drug use or excessive alcohol consumption.
- Any concerns regarding the applicant's loyalty to the United States.
- Observation of any financial irresponsibility or emotional instability.

Your response is vital to our determination of the applicant's eligibility for access to classified information. The information you provide will be kept confidential to the extent permitted by law.

Please complete and return the enclosed questionnaire or provide a written statement in the provided self-addressed envelope by [Insert Deadline Date].

If you have any questions, please contact [Investigator Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and timely response.

Sincerely,

[Your Name/Signature]
[Title]
[Department/Agency Name]