

[Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Security Office]

[Agency or Organization Name]

[Street Address]

[City, State, Zip Code]

Subject: Security Clearance Background Investigation Request

Dear [Recipient Name],

This letter is to formally request the initiation of a security clearance background investigation for the following contract employee:

- **Full Legal Name:** [Employee Full Name]
- **Date of Birth:** [MM/DD/YYYY]
- **Social Security Number:** [XXX-XX-XXXX]
- **Position Title:** [Job Title]
- **Contract Number:** [Insert Contract Number]
- **Clearance Level Required:** [e.g., Secret / Top Secret]

The candidate named above has been selected to perform work on [Project Name] which requires access to classified information and/or secure facilities. We have verified their citizenship and conducted a preliminary internal review.

Please provide the necessary instructions and access to the electronic filing system (e.g., e-QIP or NBIS) so the candidate may begin the formal application process.

Should you require additional information, please contact our Facility Security Officer (FSO), [FSO Name], at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]