

**Date:** [Insert Date]

**To:** [Recipient Name/Security Office]

**Department:** [Department Name]

**Organization:** [Company/Agency Name]

**Subject:** Request for Executive Security Clearance Background Investigation

Dear [Recipient Name],

This letter serves as a formal request to initiate a high-level background investigation for the purpose of granting executive-level security clearance to the following individual:

- **Full Name:** [Candidate Full Name]
- **Position Title:** [Executive Job Title]
- **Social Security Number/ID:** [ID Number]
- **Required Clearance Level:** [e.g., Top Secret / SCI]

The aforementioned individual has been selected for a role that requires access to sensitive, classified, and proprietary information. We request a comprehensive review of their professional history, financial records, criminal background, and foreign affiliations as required by [Relevant Regulation or Policy].

Attached to this request, you will find the signed authorization forms and the completed security questionnaire (SF-86 or equivalent) provided by the candidate. Please notify the undersigned once the investigation has been initiated or if further documentation is required.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]

**[Name of Requesting Official]**

**[Title]**

**[Contact Information]**