

Date: [Insert Date]

Subject: Reference Request for Government Security Clearance - [Applicant Full Name]

To [Reference Name],

The [Agency Name] is currently conducting a background investigation regarding [**Applicant Full Name**] for the purpose of granting a government security clearance.

Your name has been provided as a [personal/professional] reference who can attest to the applicant's character, conduct, and loyalty. Please provide your honest assessment regarding the following points:

- The duration and nature of your relationship with the applicant.
- The applicant's honesty, reliability, and trustworthiness.
- Any known foreign interests or affiliations.
- Any concerns regarding substance abuse or criminal conduct.
- Whether you recommend the applicant for a position of public trust.

Your response is confidential. Please complete the attached questionnaire or return your written statement by [Due Date] via the following method:

Email: [Investigator Email Address]

Mailing Address: [Agency Mailing Address]

Thank you for your assistance in this matter of national security.

Sincerely,

[Investigator Name]

[Title/Rank]

[Agency/Department Name]

[Phone Number]