

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title/Organization]
[Recipient Address]

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

Dear [Recipient Name],

I am writing to you because I have been processed for a high-level security clearance in connection with my [employment/assignment] at [Organization Name]. I have listed you as a personal reference to verify my character, conduct, and loyalty to the United States.

An investigator from the [Investigating Agency, e.g., DCSA or FBI] may contact you shortly. They may request a brief interview or ask you to complete a questionnaire regarding the following:

- The duration and nature of our relationship.
- My personal integrity, honesty, and reliability.
- My financial responsibility and emotional stability.
- Any foreign travel, contacts, or interests I may have.
- My general reputation and loyalty to the government.

Because this involves a [Insert Level, e.g., Top Secret] clearance, the background investigation is thorough. Your honest and candid feedback is essential to the process. Please be prepared to provide specific dates or contexts of our association if requested.

I have attached a copy of my current resume to assist you in recalling specific dates of my employment or residency. If you have any concerns or do not feel comfortable acting as a reference, please let me know as soon as possible so I can update my records.

Thank you for your time and for assisting me with this requirement.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Phone Number]
[Your Email Address]