

[Date]

[Reference Name]

[Reference Address]

[City, State, Zip Code]

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

Dear [Reference Name],

The individual named above is currently being considered for a position that requires a personnel security clearance. They have provided your name as a personal or professional reference.

To assist in our background investigation and suitability assessment, we request your candid input regarding the applicant's character, reliability, trustworthiness, and loyalty to the United States. Please provide information regarding the following:

- Your relationship to the applicant and how long you have known them.
- The applicant's reputation for honesty and integrity.
- Any knowledge of illegal drug use or excessive alcohol consumption.
- Any concerns regarding the applicant's judgment or emotional stability.
- Whether you would recommend the applicant for a position of high trust.

Your response will be handled with the appropriate level of confidentiality permitted by law. Please return the enclosed form or a written statement in the provided envelope by [Due Date].

If you have any questions or would prefer to provide this information via a telephone interview, please contact [Investigator Name] at [Phone Number] or [Email Address].

Thank you for your cooperation and timely assistance in this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Agency]