

[Date]

[Recipient Name]

[Recipient Job Title]

[Recipient Company Name]

[Recipient Address]

Subject: Security Clearance Reference Request - [Candidate Full Name]

Dear [Recipient Name],

The individual named below is being considered for a position at [Your Company/Organization Name] which requires a formal security clearance. The candidate has provided your name as a professional or personal reference.

Candidate Name: [Candidate Full Name]

Position Applied For: [Position Title]

To assist in our vetting process, please provide information regarding the candidate's character, reliability, and integrity. We are specifically looking for insights into the following:

- The duration and nature of your relationship with the candidate.
- The candidate's honesty and trustworthiness.
- Any known patterns of behavior that might affect their suitability for access to sensitive information.
- Any concerns regarding their loyalty to the state or legal compliance.

Please return your response via [Email Address] or by mail to the address listed above. If you prefer to provide this information via a telephone interview, please indicate your availability and the best number to reach you.

All information provided will be treated as strictly confidential in accordance with [Applicable Privacy Law/Regulation].

Thank you for your time and cooperation in this security matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Contact Information]