

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

[Date]

[Reference's Name]
[Reference's Job Title]
[Reference's Company]
[Reference's Address]

Subject: Professional Reference Request for Security Clearance

Dear [Reference's Name],

I hope this letter finds you well. I am currently in the process of applying for a position that requires a [Type of Clearance, e.g., Top Secret] security clearance. As part of the background investigation, I am required to provide professional references who can attest to my character, honesty, and reliability.

I am writing to ask if you would be willing to serve as a professional reference for me. Having worked with you at [Previous Company/Organization] from [Start Date] to [End Date], I believe you have a strong understanding of my work ethic and integrity.

The background investigator may contact you via telephone, mail, or in person. They will likely ask questions regarding our professional relationship, my conduct, and my eligibility to handle sensitive information. You may also be asked to complete a standard questionnaire.

If you are comfortable providing this reference, please let me know. I would also appreciate it if you could confirm your preferred contact information for the investigation forms. I have attached my current resume to help refresh your memory regarding my specific roles and accomplishments.

Thank you for your time and for considering this request. I look forward to hearing from you soon.

Sincerely,

[Your Signature]

[Your Printed Name]