

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Agency/Organization Name]
[Security Department Address]
[City, State, Zip Code]

Subject: Security Clearance Reference for [Candidate Full Name]

To the Security Vetting Officer,

I am writing this letter in my capacity as [Your Job Title] at [Your Agency Name] to provide a formal reference for [Candidate Full Name] regarding their application for security clearance.

Our agency has known the candidate for [Number] years/months. During this period, the candidate has been [employed by us / represented by us for various contracts]. In our professional dealings, the candidate has consistently demonstrated high levels of integrity, reliability, and discretion.

Based on our records and professional interactions, we can confirm the following:

- **Reliability:** The candidate has always adhered to strict professional standards and deadlines.
- **Character:** We have found the candidate to be honest and trustworthy in all financial and administrative dealings.
- **Conduct:** There have been no reported incidents of disciplinary action or security breaches during their tenure with us.

To the best of my knowledge, [Candidate Full Name] is a person of good character and possesses the necessary loyalty and stability required for access to sensitive information. I have no hesitation in recommending them for the requested security clearance level.

Should you require any further information or specific documentation regarding their history with our agency, please feel free to contact me directly at [Phone Number] or [Email Address].

Yours faithfully,

[Signature]

[Printed Name]
[Job Title]
[Agency Name]