

[Company Letterhead/Logo]

Date: [Insert Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

**Subject: Notification of Baseline Compliance-Verified Security Clearance Renewal**

Dear [Contractor Name],

This letter serves as formal notification regarding the renewal of your Baseline Compliance-Verified Security Clearance in connection with your contract [Insert Contract Number/Project Name] with [Company Name].

Our records indicate that your current security clearance is scheduled to expire on [Expiry Date]. To maintain uninterrupted access to our secure facilities and systems, you are required to initiate the renewal process no later than [Deadline Date].

To complete the renewal, please provide the following updated documentation:

- Updated Background Check Authorization Form
- Proof of valid Government-issued Identification
- Signed Non-Disclosure Agreement (NDA)
- [Insert Additional Required Document]

Please submit the required documentation via [Submission Method: e.g., Secure Portal/Email] to the attention of the Security Compliance Department. Failure to renew your clearance prior to the expiration date will result in the immediate suspension of site access and may impact your contractual standing.

If you have any questions regarding the renewal criteria or the verification process, please contact the Security Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Security Officer]

[Title]

[Company Name]