

**Date:** [Insert Date]

**To:**

[Personnel Security Management Office / Contracting Officer Name]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

**Subject:** Notice of Personnel Security Clearance Renewal - [Contractor Full Name]

Dear [Recipient Name],

This letter serves as formal notification and request for the periodic reinvestigation and renewal of the security clearance for the following individual, currently performing duties under Defense Sector contract [Insert Contract Number].

**Contractor Information:**

- **Full Name:** [Contractor Full Name]
- **Date of Birth:** [DOB]
- **Social Security Number (Last 4):** [Last 4 Digits]
- **Clearance Level:** [Secret / Top Secret / TS-SCI]
- **Current Investigation Date:** [Date of Last Investigation]

**Compliance Statement:**

The aforementioned individual continues to require access to classified information in the performance of their contractual duties. We certify that the contractor remains in full compliance with the National Industrial Security Program Operating Manual (NISPOM) and all relevant defense security protocols. There have been no reported derogatory incidents or changes in eligibility status during the current period of performance.

We request the initiation of the [Tier 3 / Tier 5] reinvestigation via the [DISS / NBIS] system to ensure uninterrupted access and compliance-verified status.

Please contact the undersigned Facility Security Officer (FSO) at [Phone Number] or [Email Address] should you require additional documentation or verification.

Sincerely,

[Signature]

[Name of Facility Security Officer]

[Title]

[Company Name]

[CAGE Code]