

**Date:** [Insert Date]

**To:** [Contractor Name]

**Address:** [Contractor Address]

**City, State, Zip:** [City, State, Zip Code]

**Subject: Notification of Multi-Year Compliance-Verified Security Renewal**

Dear [Contractor Name],

This letter serves as official notification that your contract and associated security clearance status with [Company/Agency Name] have been formally renewed for a multi-year period, effective [Start Date] through [End Date].

Our records indicate that your security compliance verification has been successfully completed. This renewal is contingent upon your continued adherence to the following requirements:

- Maintenance of an active [Insert Clearance Level, e.g., Secret/Top Secret] security clearance.
- Compliance with all [Company/Agency Name] security protocols and non-disclosure agreements.
- Timely reporting of any changes in personal or professional status that may impact your eligibility.
- Completion of annual security refresher training as mandated by [Governing Regulation/Department].

Please note that [Company/Agency Name] reserves the right to conduct periodic compliance audits and reinvestigations throughout the duration of this multi-year term to ensure ongoing security integrity.

Your new security credentials/ID badge will be issued on [Date] at [Location]. Please bring a valid form of government-issued photo identification to receive your updated documentation.

Should you have any questions regarding your clearance status or this renewal, please contact the Security Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

**[Name of Security Officer]**

[Title]

[Department/Organization Name]