

[Current Date]

[Recipient Name/Security Office]

[Agency/Company Name]

[Department Address]

[City, State, Zip Code]

Subject: Notification of Compliance-Verified Security Clearance Renewal

Dear [Recipient Name/Security Officer],

This letter serves as formal notification regarding the security clearance renewal for the following contractor:

- **Full Name:** [Contractor Full Name]
- **Employee ID/SSN (Last 4):** [ID Number]
- **Current Clearance Level:** [e.g., Secret/Top Secret]
- **Contract Number:** [Reference Number]
- **Expiration Date:** [Current Expiration Date]

Pursuant to standard compliance protocols, we have verified that the individual named above remains in good standing and continues to require access to classified information and/or secure facilities to perform their contractual duties. All required periodic reinvestigation documentation, including the updated SF-86 (e-QIP), has been reviewed for completeness and submitted for processing.

We request that you update your records to reflect the pending status of this renewal. The contractor will continue to adhere to all security guidelines, reporting requirements, and non-disclosure agreements currently in effect.

Please confirm receipt of this renewal package and notify the undersigned if any additional documentation or biometric verification is required.

Sincerely,

[Your Name]

[Your Title/Facility Security Officer]

[Company Name]

[Phone Number]

[Email Address]