

DATE: [Current Date]

TO: [Contractor Name / Facility Security Officer]

COMPANY: [Contracting Agency/Company Name]

SUBJECT: Notification of Top Secret Security Clearance Renewal Requirement

Dear [Contractor Name],

This letter serves as formal notification that your current Top Secret (TS) security clearance is approaching its expiration date on [Expiration Date]. To maintain continuous eligibility for access to classified information under Contract #[Contract Number], a renewal investigation is required.

Compliance Requirements:

- Updated Standard Form 86 (SF-86) via e-QIP/eApp.
- Submission of current fingerprints (if last set is older than 120 days).
- Signed Fair Credit Reporting Act (FCRA) disclosure forms.
- Completion of updated Security Anniversary Briefing.

Please initiate the submission process in the Personnel Search and Adjudication system no later than [Internal Deadline Date]. Failure to submit the required documentation by this date may result in a lapse of access to secure facilities and sensitive information.

Upon submission, our Compliance Office will verify the data for accuracy before forwarding it to the relevant government adjudicating authority. Please contact the undersigned if you have any questions regarding the renewal process or the documentation required.

Sincerely,

[Signature]

[Name of Security Specialist]

[Title: Facility Security Officer / Personnel Security Specialist]

[Organization Name]

[Contact Information]