

[Date]

[Recipient Name/Title]
[Agency/Department Name]
[Mailing Address]
[City, State, Zip Code]

RE: Compliance Verification for Government Security Clearance Investigation

Dear [Recipient Name],

This letter is to formally verify that [Applicant Full Name] is currently undergoing a background investigation for a government security clearance. As part of the federal investigative standards, a comprehensive reference check and employment verification are required.

Applicant Information:

- Full Name: [Applicant Full Name]
- Date of Birth: [DOB]
- Social Security Number (Last 4): [XXX-XX-0000]
- Position Applied For: [Job Title]
- Case Reference Number: [Case ID #]

Pursuant to [Relevant Statute, e.g., the Privacy Act of 1974 or Executive Order 12968], we request your cooperation in providing accurate information regarding the applicant's character, conduct, and reliability. This verification ensures that the subject meets the criteria for access to classified information or sensitive positions.

Please confirm that the attached documentation has been completed and returned to the investigating authority by [Due Date]. If any discrepancies are found during your internal review, please notify the undersigned immediately.

Thank you for your prompt attention to this matter of national security interest.

Sincerely,

[Your Name]
[Your Title/Security Officer]
[Organization Name]
[Phone Number]
[Email Address]