

[Company Letterhead]

[Date]

[Contractor Name]

[Contractor Address]

[City, State, Zip Code]

Subject: Notification of Background Check and Security Clearance Requirements

Dear [Contractor Name],

This letter is to formally notify you that your engagement with [Company Name] for the [Project Name/Contract Number] project is contingent upon the successful completion of a background check and the granting of a security clearance.

To initiate this process, please complete the following steps:

- Submit the enclosed Authorization for Release of Information form.
- Provide a copy of a valid government-issued photo ID.
- Complete the online security questionnaire at [URL if applicable] by [Deadline Date].

The background investigation will include, but is not limited to, the verification of your criminal history, employment history, and educational credentials. All information obtained will be handled in strict confidence and in accordance with applicable privacy laws.

Access to [Company Name] facilities and sensitive data will only be granted once the [Security Level] clearance has been officially approved by our Security Department. Failure to provide accurate information or a refusal to undergo this screening may result in the rescinding of your contract offer.

Please contact the Security Office at [Phone Number] or [Email Address] if you have any questions regarding this process.

Sincerely,

[Signature]

[Name of Sender]

[Title]

[Company Name]