

Security Clearance Application

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally request security clearance for my role as a contractor with [Company Name]. As part of my responsibilities, I will require access to sensitive information and secure areas within the organization.

Here are my details for your reference:

- **Full Name:** [Your Full Name]
- **Date of Birth:** [Your Date of Birth]
- **Social Security Number:** [Your SSN]
- **Position:** [Your Job Title]
- **Start Date:** [Your Start Date]

I understand the importance of maintaining security and confidentiality within the organization, and I am committed to adhering to all policies and procedures. I have attached the necessary documents, including my background check consent form, to expedite the clearance process.

Thank you for your attention to this matter. I look forward to your prompt response regarding my application for security clearance.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email]