

Security Clearance Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Department/Agency Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a security clearance in order to be considered for the [specific position name] at [Department/Agency Name]. As outlined in the job description, a security clearance is a prerequisite for this position due to [briefly explain reason, e.g., access to classified information].

With my background in [your field of expertise] and dedication to maintaining the highest standards of confidentiality and security, I am eager to comply with all necessary evaluations and procedures to obtain the required clearance.

Attached are my [relevant documents, e.g., resume, application form, etc.] that provide further details regarding my qualifications. I appreciate your consideration of my application and look forward to your positive response.

Thank you for your time and assistance.

Sincerely,

[Your Name]