

Security Clearance Application

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]

[Recipient Name]
[Company/Department Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your assistance in processing my application for security clearance required for my position as [Your Job Title] with [Company/Department Name]. I understand that obtaining this clearance is essential to fulfilling my responsibilities and ensuring compliance with federal regulations.

Please find attached the necessary forms and documentation required for my application. I am fully committed to providing any additional information or clarifications needed to expedite the process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]