

Security Clearance Application

Date: _____

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Military Position/Unit]

[Address of Military Office]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a security clearance as part of my application for the [specific military position] with [Branch of Military]. I understand that this clearance is crucial for my ability to perform the duties required for this role, which include [briefly describe key responsibilities].

My background includes [briefly outline relevant experience, qualifications, or personal attributes]. I am committed to upholding the highest standards of integrity and responsibility necessary for maintaining national security.

Attached to this letter, I provide the necessary documents and forms required for the security clearance process. I am willing to provide any further information or clarification as needed.

Thank you for considering my application. I look forward to your positive response.

Sincerely,

[Your Name]