

# Security Clearance Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Application for Security Clearance**

Dear [Recipient Name],

I am writing to formally request a security clearance in relation to my application for the [Position Title] at [Company Name]. Given the nature of the position and the sensitive information I may encounter, I understand that obtaining this clearance is essential.

I have attached all necessary documents, including my resume and any required forms, to facilitate the application process. I am committed to complying with all requirements and providing any additional information needed to expedite this request.

Thank you for considering my application. I look forward to your prompt response and am eager to contribute to [Company Name] in a secure and responsible manner.

Sincerely,

[Your Name]