

Date: [Insert Date]

To Whom It May Concern,

I am writing to request a reference regarding [Rank/Name of Individual] for their pending security clearance application. I have known [him/her/them] for [duration] in my capacity as [Your Position/Relationship] during [specific time or event].

[Rank/Name] has consistently demonstrated qualities of integrity, reliability, and professionalism, which I believe are crucial for the responsibilities associated with security clearance. [He/She/They] has been involved in [briefly describe relevant duties, conduct, or experiences related to security and trustworthiness].

Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information or clarification regarding [Rank/Name].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Rank/Position]

[Your Military Unit or Organization]