

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your security clearance has been officially cancelled effective immediately. This decision has been made based on [brief reason for cancellation, e.g., policy violation, expiration of criteria, etc.].

If you believe this decision is in error or if you have any questions, please feel free to contact our office at [insert contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]