

[Your Name]

[Your Title]

[Your Organization]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Organization Name]

[Address]

[City, State, Zip Code]

## **Subject: Security Clearance Review Outcome**

Dear [Recipient Name],

We have completed the review process regarding your security clearance application submitted on [submission date]. After thorough consideration and evaluation of all relevant information, we would like to inform you of the outcome.

Your security clearance has been:

- [Granted/Denied]

If granted, your clearance is effective as of [effective date] and will allow you to [brief description of responsibilities/areas of access]. If denied, please refer to our guidelines on how to appeal this decision.

Should you have any questions or require further information, do not hesitate to contact me directly at [your phone number] or [your email address].

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]