

Security Clearance Revocation Notification

Date: [Insert Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

This letter serves to formally notify you that your security clearance status has been revoked effective immediately. After a comprehensive review, it has been determined that the reasons for this action are in accordance with [insert specific policies or guidelines].

You are required to return any and all materials related to your security clearance, including identification badges, access cards, and sensitive documents, by [insert deadline]. Failure to comply may result in further actions.

If you believe this decision is in error, you may submit a written appeal to [insert appropriate department or individual], no later than [insert appeal deadline].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]