

Request for Security Clearance Approval

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request approval for security clearance for [Employee's Name], who will be [briefly describe the role or reason for clearance].

[Employee's Name] requires this clearance in order to [explain the necessity of clearance, e.g., access sensitive information, collaborate on a specific project]. This process is essential to ensure compliance with our security protocols and to safeguard our company's operations.

Attached to this letter are all the necessary documents and background information required for the approval process. Please do not hesitate to contact me if you need further information or clarification regarding this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]