

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Human Resources Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [HR Manager's Name],

I hope this message finds you well. I am writing to inquire about the status of my security clearance application submitted on [Submission Date]. As I understand, the clearance is a vital component for my role as [Your Job Title], and I would like to ensure that all necessary steps are being followed.

If there are any outstanding documents or further information needed from my side, please let me know. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this inquiry.

Sincerely,

[Your Name]