

# Security Clearance Appeal

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Agency Name]  
[Company/Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the denial of my security clearance application, reference number [Application Number]. I received notification of this decision on [Date of Denial] and I would like to request a reconsideration of my application.

I believe the decision may have been based on [briefly state the reasons provided for denial, if known], and I would like to present additional information that may clarify these concerns. [Briefly explain any relevant details, changes in circumstances, or provide supporting evidence].

Ensuring the security and integrity of [specific project or sensitive information] is of utmost importance, and I remain fully committed to meeting the necessary standards. I respectfully ask that you reconsider my application based on the information provided.

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

Sincerely,

[Your Name]