

# Contractor Security Clearance Confirmation Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to request confirmation of security clearance for [Contractor Name] in relation to our upcoming audit scheduled for [Insert Date]. It is crucial that we ensure all contractors involved in this process have the necessary security clearances to comply with regulatory requirements.

Please provide confirmation of the current security clearance status for [Contractor Name] at your earliest convenience. If there are any additional documents or information required to facilitate this process, kindly let me know.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]