

# Security Clearance Inquiry

Date: [Insert Date]

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to inquire about the security clearance status of [Contractor's Name/Position] in relation to our ongoing defense contracts. As part of our compliance procedures, it is critical to ensure that all associated personnel possess the necessary security clearances to handle sensitive information.

Please provide the current security clearance level and any pertinent details regarding the contractor in question. This information is essential for us to maintain our adherence to regulatory standards and ensure the integrity of our operations.

Thank you for your prompt attention to this matter. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]