

Contractor Security Clearance Renewal Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I am writing to formally request the renewal of security clearance for [Contractor's Name] as part of our ongoing contract [Contract Number or Description]. The current clearance is due to expire on [Expiration Date], and we kindly ask for your assistance in facilitating the renewal process to ensure uninterrupted service delivery.

[Contractor's Name] has consistently demonstrated a commitment to maintaining security protocols and compliance with all regulations. We appreciate your attention to this matter and look forward to your prompt response.

If you require any additional information or documentation to assist with the renewal process, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]