

Contractor Security Clearance Submission

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are submitting this letter to initiate the security clearance background check for our contractor, [Contractor's Name], who will be working on [Project Name/Description]. We understand the importance of ensuring that all personnel have the necessary security clearance and comply with company policies.

Information for Background Check:

- Contractor's Full Name: [Contractor's Full Name]
- Date of Birth: [Contractor's Date of Birth]
- Social Security Number: [Contractor's SSN]
- Address: [Contractor's Address]
- Position/Role: [Contractor's Position]

Enclosed are the necessary documents required for the background check, including:

- Completed Background Check Authorization Form
- Copy of Government-issued ID
- Any additional relevant documentation

Please feel free to contact us at [Your Phone Number] or [Your Email Address] should you require any further information or documentation.

Thank you for your attention to this matter. We look forward to your prompt processing of this security clearance submission.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[Your Phone Number]

[Your Email Address]