

[Current Date]

[Recipient Name/Security Office]

[Recipient Agency/Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Security Clearance Verification for [Employee Full Name]

To Whom It May Concern,

This letter is to verify the security clearance information for the following individual, who is an employee of [Contractor Company Name] and is assigned to perform duties under Contract Number [Insert Contract Number].

Employee Personnel Details:

- Full Name: [Employee Full Name]
- Social Security Number (Last 4 digits): [XXX-XX-0000]
- Date of Birth: [MM/DD/YYYY]
- Place of Birth: [City, State, Country]

Security Clearance Information:

- Clearance Level: [e.g., Secret / Top Secret]
- Date of Adjudication: [Date]
- Adjudicating Agency: [e.g., DoD / DCSA]
- Investigation Type: [e.g., T3, T5, SSBI]
- Investigation Completion Date: [Date]

This clearance is currently active and is recorded in the [e.g., DISS / Scattered Castles] system of record. This verification is provided for the purpose of [e.g., facility access / meeting attendance / contract transition].

If you require further information or have any questions, please contact the undersigned Facility Security Officer (FSO).

Sincerely,

[Signature]

[FSO Printed Name]

Facility Security Officer

[Contractor Company Name]

[Phone Number]

[Email Address]

[CAGE Code]