

[Current Date]

[Applicant Full Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Verification of Public Trust Background Investigation

Dear [Applicant Name],

This letter serves to verify the status of your background investigation for a position of Public Trust with [Agency/Organization Name].

The investigation was conducted in accordance with Federal Investigative Standards to determine suitability for employment and access to sensitive information. Our records indicate the following information:

- **Investigation Type:** [e.g., Tier 2 / Moderate Risk Public Trust]
- **Investigation Completion Date:** [Date]
- **Adjudication Status:** [e.g., Favorable]
- **Adjudication Date:** [Date]
- **Case Number:** [Reference Number]

This verification confirms that you have successfully met the requirements for a Public Trust position as of the date of adjudication. This determination remains valid provided there is no break in service exceeding 24 months and no derogatory information has been reported since the completion of the investigation.

Should you require further information regarding this record, please contact the Personnel Security Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Agency/Organization Name]