

[Agency Letterhead/Logo]

[Date]

[Reference Number]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Address City, State, Zip Code]

Subject: Verification of Security Clearance

To Whom It May Concern,

This letter serves to verify the security clearance status of the following individual:

- **Full Name:** [Subject Full Name]
- **Social Security Number:** [XXX-XX-XXXX]
- **Date of Birth:** [Month Day, Year]

According to official records, the subject holds the following clearance level:

- **Clearance Level:** [e.g., Secret / Top Secret]
- **Investigation Type:** [e.g., T3, T5, SSBI]
- **Investigation Completion Date:** [Date]
- **Adjudication Date:** [Date]
- **Granting Agency:** [Agency Name]
- **Status:** [e.g., Active / Current]

This clearance is currently in good standing and remains valid as of the date of this letter. Access to classified information is restricted to the level indicated above and is subject to a verified "need-to-know" in the performance of official duties.

Should you require further information or have any questions, please contact the Security Office at [Phone Number] or [Email Address].

Sincerely,

[Signature]

[Name of Personnel Security Specialist]

[Title]

[Agency Name]