

Address of Requestor

Dear Sir or Madam:

Subject: Last name, First name Middle initial – [last four digits of the SSN]  
xxx-xx-0123

This letter is in response to a request from [insert name of requestor] received on [insert date] to process [insert name] for a Department of Energy (DOE) security clearance in connection with *his/her* employment as [insert position] with [insert company name] under [insert site office] Contract No.: [insert contract number]

Please be advised that your request for a security clearance for *M.* [insert name] is not being processed by the DOE at this time. *M.* [insert name] has been advised of this action under separate cover.

Sincerely,

Signature Block

cc: Stephanie Brewer, HS-1.4