DD MMM YYYY

From: SSO or SSR, command name

To: President, [Month Year] Lateral Transfer / Re-designation Board

Subj: [Rank FirstName LastName] TS/SCI Eligibility

1. As [Command Name] Special Security Officer (or Special Security Representative), I conducted a Top Secret Sensitive Compartmented Information Personnel Screening Interview with [applicant name] on [date]. During the interview, I did not uncover any information that would preclude [applicant name] from receiving a TS/SCI clearance. I fully expect his investigation to be adjudicated favorably by the Office of Personnel Management.

2. My Point of Contact information: [SSO Name, phone number, email address]

 Very respectfully,