

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a low clearance for [specific purpose, e.g., a project, access to a facility, etc.]. Due to [brief explanation of circumstances, e.g., the nature of the work, safety concerns, etc.], it is essential to have this clearance to proceed effectively.

I assure you that all necessary precautions will be taken to ensure compliance with [relevant regulations/standards] while working under the low clearance conditions. I am prepared to provide any additional information or documentation required to support my request.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Job Title/Position]  
[Your Company/Organization, if applicable]  
[Your Contact Information]