**LETTERHEAD**

May 9, 2023

To: Defense Counterintelligence and Security Agency

From: **COMPANY and CAGE CODE**

Subject: Facility Security Officer (FSO) Insider Threat Program Senior Official (ITPSO) Appointment Letter

This letter will serve as certification that the individual listed below has been appointed as the FSO and ITPSO of **COMPANY.** This memorandum also attests that this individual is a W2 employee of **COMPANY.**

FSO NAME:

FSO Phone Number:

FSO Email:

Any questions regarding this matter, please contact the undersigned.

Sincerely,

**SIGNATURE BLOCK**