

Sample Letter to be sent to Company by Inmates with Job Applications to Prospective Employers

**(Name of Company)
(address)
(contact person)
(date)**

Dear (contact person)

I have applied for a (put in the name of the position, e. g. salesperson, electrician, receptionist) position with your company. The application and resume that accompanied it indicate that I was convicted of a felony and was incarcerated in a federal correctional institution. During my incarceration, in addition to completing various education, job readiness and life skills programs, I was employed in UNICOR, a Bureau of Prisons corporation that provides both job training and employment opportunities to federal prisoners. UNICOR is engaged in a wide variety of manufacturing and service operations. Their goods and services are offered to federal agencies and the Corporation's earnings support all aspects of its operations.

If your company is concerned about employing an ex-offender and Fidelity Bonding would serve as an incentive to do so, UNICOR is offering insurance, at no cost to the employer or employee, that reimburses employers for any loss (up to 100% of the amount of the Fidelity Bond) due to employee theft of money or property.

If you would like additional information about the bonding program, please call Barbara McAuliffe, Federal Bonding Specialist, UNICOR central office, at 202-305-4430.

Sincerely yours,

_____ **(name of applicant)**