

VIA CERTIFIED MAIL  
(NUMBER)  
RETURN RECEIPT REQUESTED

(Name of CEO)  
(Title of CEO)  
(Establishment Name)  
(Street Address)  
(City, State, Zip Code)

Dear (Name of contractor official):

On (date) you were notified that your establishment located at (address) was scheduled for an OFCCP compliance evaluation. As this establishment was identified as one that has been awarded a contract funded with American Recovery and Reinvestment Act (ARRA) funds, it was scheduled for evaluation pursuant to the procedures for the scheduling of ARRA funded contractors outlined in Directive Transmittal 288. The Directive is available on the OFCCP web site at (insert URL).

If this is in error and you have not been awarded ARRA funds, please contact OFCCP at the number below.

OFCCP offers an array of compliance assistance, including on-line resources and in-person workshops, to assist contractors in understanding and complying with their EEO obligations. Visit the OFCCP web site at <http://www.dol.gov/esa/ofccp/>, and for information on workshops in your area, click on the "Attend a local seminar or workshop" link on the bottom of the page.

If you have any questions concerning compliance assistance or the compliance review, please feel free to contact (insert OFCCP contact) at (insert phone #).

Sincerely,  
(Name of District Director)  
District Director