

[Date]

[Name of Contracting Officer]

[Contracting Officer Title]

[Name of Requesting Agency]

[Street Address]

[City, State, Zip Code]

Attn:

Reference:

Contractor Name

Street Address

City, State Zip

Contract/Solicitation Number

Amount is \$10 Million or More

Dear [Name of Contracting Officer]:

On [Date] you requested a pre-award EEO clearance from the [Name of Region] Regional Office of the Office of Federal Contract Compliance Programs (OFCCP) for the above mentioned contractor.

This [letter, email, fax] is to notify you of OFCCP's intent to conduct a Pre-Award Clearance Evaluation, pursuant to 41 CFR 60-1.20(d). Per the regulations, if you are not contacted within 20 days of this notice regarding the findings of the evaluation, you may presume clearance and proceed with the award.

Sincerely,

[Name of Regional Director]

Regional Director

[Name of Region] Region