Corporate Logo Here

Month Day, XXXX

<Name of Regional Director>, Regional Director

U.S. Department of Labor for OFCCP

<Street Address. *Notices should be sent to the OFCCP Regional office in which the work will be performed. Find the appropriate Region office* [*online*](http://www.dol.gov/ofccp/contacts/regkeyp.htm)*.>*

<City, State Zip Code>

Dear <Name of Regional Director>:

<Company> is an Equal Employment Opportunity/Affirmative Action employer. To ensure compliance with 41 CFR 60-4.2(c), <Company> is providing written notification to the Director of the Office of Federal Contract Compliance Programs within 10 working days of award of the construction subcontract described below.

* <subcontractor name>
* <subcontractor address>
* <subcontractor telephone number>
* <subcontractor employer identification number>
* <dollar amount of the contract>
* <estimated starting and completion dates of the contract>
* <contract number>
* <geographical area in which the contract is to be performed>

Please feel free to reach out to me with any questions.

Sincerely,

<Name>

<Title>

<Company>