

*[Place on Company Letterhead  
that includes phone and/or email contact for the person signing the letter.]*

[Date]

[Inside Address of State ESDS]

Subject: First Notice of Status as Federal Contractor  
State of [State Name]

To Whom It May Concern:

[Company Name] is a federal contractor and / or subcontractor subject to the requirements of the Vietnam Veterans Readjustment Assistance Act (VEVRAA) of 1974, as amended (38 U.S.C. § 4212).

We request priority referrals of protected veterans for job openings at all Company locations within the state.

The following is the name and location of all Company hiring locations throughout the state and for which the Company seeks to list available openings through your Agency, as well as the contact information for the hiring official at each of our hiring locations.

Name of hiring location #1 in the state	
Contact name at location	
Full physical address of location	
Mailing address if different	
Contact phone for person named above	
Contact email for person named above	

Name of hiring location #2 in the state	
Contact name at location	
Full physical address of location	
Mailing address if different	
Contact phone for person named above	
Contact email for person named above	

[Duplicate to cover all locations within the state.]

We are also using external job search organizations (JSO) to assist us to hire individuals for available openings, as noted. The name and contact information for search organizations we use is as follows:

Name of external job search organization #1	
Contact name at JSO	
Full physical address of JSO	
Mailing address if different	
Contact phone for person named above	
Contact email for person named above	
Types of jobs we may refer to this JSO to source on our behalf	[ <i>example</i> , Engineer, Level II]

Name of external job search organization #2	
Contact name at JSO	
Full physical address of JSO	
Mailing address if different	
Contact phone for person named above	
Contact email for person named above	
Types of jobs we may refer to this JSO to source on our behalf	[ <i>example</i> , General Counsel]

If / when any of our contact or job search organization information changes, we will notify you of these changes simultaneously with our next listing to your agency.

Sincerely,

[Company Contact Name]

[Company Contact Title]

[Attachment Names, if any]