SAMPLE LETTER – SUBCONTRACTORS, VENDORS & SUPPLIERS

[Company] is a covered federal contractor [or subcontractor] and must comply with certain affirmative action efforts. Also, pursuant to 41 CFR § 60-300.44(f)(1)(ii), implementing 38 U.S.C. § 4212, a portion of the Vietnam Era Veterans Readjustment Assistance of 1974, and 41 CFR § 60-741.44(f)(1)(ii), implementing Section 503 of The Rehabilitation Act of 1973; [our Company] must send you written notification of our affirmative action efforts on behalf of protected veterans and individuals with disabilities.

[Company] expects all of its subcontractors, suppliers and vendors to comply with all of their applicable obligations under Section 503 of the Rehabilitation Act of 1973, Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. § 4212 or any other law requiring equal opportunity for disabled persons, and other protected veterans. Further, the equal employment opportunity clauses set forth in 41 CFR § 60-300.5(a) and 41 CFR § 60-741.5(a) are hereby incorporated by reference into all of the transactions between our companies.

We appreciate your cooperation in our effort to fully comply with these Federal requirements.

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[Name]

[Title]