



## Today's Date

Dear Employer:

This letter serves to introduce **JOHN DOE**, who has been determined eligible for participation in the Federal Bonding Program (FBP). This program offers fidelity bonding insurance protection to you, if you hire qualified individuals who are usually denied coverage by other commercial carriers because of a record of arrest, conviction or imprisonment.

A bond can cover a period of six months - at no cost to you. If you desire continued coverage after six months, Union Insurance Group, Inc., will provide it at standard commercial rates, but only through the Federal Bonding Program.

If you are interested in hiring and bonding this individual or wish to obtain additional information on the Federal Bonding Program, contact:

K. Parson, Virginia Bonding Program Coordinator  
Virginia Department of Corrections  
6900 Atmore Drive  
Richmond, VA 23225  
Virginia.BondingProgram@vadoc.virginia.gov

Our office will be happy to assist you with this service. We are waiting for your call.

Sincerely,

***SIGNATURE***

K. Parson  
Virginia Bonding Program Coordinator

**NOTE: THIS LETTER IS NOT A BOND. If you would like to request this Program Eligibility Letter to assist with your job searching, contact the nearest Virginia Career Works center by visiting [www.servicelocator.org](http://www.servicelocator.org) or your assigned probation officer. If you have any questions please call (804) 887-8262 or email [virginia.bondingprogram@vadoc.virginia.gov](mailto:virginia.bondingprogram@vadoc.virginia.gov)**

*Virginia Department of Corrections - serving as Virginia's Federal Bonding Coordinator  
for Businesses that Hire Workers with Past Criminal Convictions*