

**SAMPLE LETTER TO RECRUITING SOURCES**

To Whom It May Concern:

Re: Qualified Minority and Female  
Referrals for Construction

The purpose of this letter is, that upon request, you will aid us in locating qualified minority and female applicants for construction trades so that we may achieve equitable representation within our workforce.

Our company has an obligation to maintain compliance with the Ohio Department of Transportation and the State of Ohio Department of Administrative Services and would appreciate your assistance and cooperation in helping us comply with this policy and these regulations by referring minority and females to us when requested.

We would appreciate your written reply or, if you prefer, you may simply sign the acknowledgment below and return this letter for our files.

Sincerely,

Name: \_\_\_\_\_

(Your Company Name)

Date: \_\_\_\_\_

EEO Officer's Name  
Title

By: \_\_\_\_\_

An Equal Opportunity Employer