



**The Federal Bonding Program**  
A US Department of Labor Initiative  
Since 1966  
A Unique Job Placement Tool  
for the At-Risk Job Seeker



(Date)

Dear Employer:

This letter serves to introduce **(Your Name)**, 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.

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

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

Kia Parson, Virginia Federal Bonding Program Coordinator  
Virginia Department of Corrections  
6900 Atmore Drive  
Richmond, VA 23225  
[Virginia.BondingProgram@vadoc.virginia.gov](mailto:Virginia.BondingProgram@vadoc.virginia.gov)

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

Sincerely,

Kia Parson  
VA Federal Bonding Program Coordinator

**NOTE: If you would like a customized copy of this letter, please contact your local workforce development center. If you are a workforce development professional and would like a customized copy of this letter, for a customer of your organization, please contact the VA Federal Bonding Program Coordinator to request:**

**Kia Parson**  
**[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*