Letterhead of the State VR Agency

<<Date>>

Dear Federal HR Specialist,

This letter serves as certification that (name of VR client) is an individual with a documented disability, eligible for Schedule A hire as defined in 5 CFR 213.3102 (u).

Thank you for considering this individual for employment. Please feel free to contact me at (phone number and/or email) with any questions.

Sincerely,

*<<Signature>>*

Name of VR Staff, (Degree and Certification or License)

Title

State VR Agency

Address