

First Name Last Name
123 Street Address Drive
Cityname, MA 12345

Date: XXXX-XX-XX
BRC ID: abc123

Suitability Letter to Candidate - SUITABLEBRC ID: abc123

Dear [INSERT NAME]:

Why did you receive this correspondence?

After completing a Background Record Check (BRC) through the Department of Early Education and Care (EEC), you have been deemed **SUITABLE** for the position for which you applied. You may now be hired in a regular and unsupervised capacity.

What do you need to do?

No action is required. **This letter may not be used to verify your suitability in another program.** Any program that wants to confirm your suitability must go through EEC.

What if you have questions?

If you are no longer a prospective candidate or continuing to work at the program, you must contact the program's BRC Program Administrator to update your employment status. If you have questions or need assistance about the EEC BRC process or systems, please submit a work order to the BRC Contact Center using the [BRC Support Tool](#) or call at (617) 988-7841.

Sincerely,

EEC Background Record Check Unit