

[COMPANY LETTERHEAD]

MONTH DAY, YEAR

PBSA  
110 Horizon Drive, Suite 210  
Raleigh, NC 27615

Re: BSAAP Reaccreditation Letter of Intent by COMPANY NAME

Dear PBSA:

Upon obtaining and reviewing the standards and measures of the Background Screening Agency Accreditation Program (BSAAP) and having reviewed the Standard for Accreditation, it is my pleasure to inform you of COMPANY NAME's intent to seek reaccreditation from the Background Screening Credentialing Council (BSCC).

To assure you of our preparedness to begin this process, we attest to the following:

COMPANY NAME is currently an active member of PBSA that is in good standing.

I am a current officer fully authorized to act on behalf of COMPANY NAME.

I have personally reviewed the following materials: The Accreditation Standard, the BSAAP Policies and Procedures, the BSCC Agency Code of Conduct, the Standard with Audit Criteria and the BSAAP Application Packet.

We have conducted our own internal review and believe that we are in substantial conformity with all of the clauses and measures. In compliance with the BSAAP process, COMPANY NAME plans to submit to BSCC headquarters its application materials on or before XX/XX/XXXX (**Choose a date no later than 3 months before the accreditation expiration date**).

In the interim, we will be assembling the documents and preparing the accreditation materials for submission.

Sincerely,

OFFICER'S SIGNATURE  
OFFICER'S PRINTED NAME  
OFFICER'S TITLE  
COMPANY NAME