

*(Insert Date)*

*(Insert Sponsor Name/Address)*

Re: EEO Compliance Review (and Quality Assessment)

Dear:

On (date), I met with (who?), Coordinator/Director of Training, to conduct an EEO Compliance Review (and Quality Assessment) of your registered apprenticeship program. This review covered the time period from [insert date], the date of your last review, through [insert date]. As a result of that review, the U.S. Department of Labor has made the following findings:

- 1.

Based on these findings, we plan to make the following recommendations to the Sponsor/Committee:

- 1.

At your earliest convenience I would like to meet with you to discuss these findings and our recommendations. I will call you next week to set up an appointment with you.

We sincerely appreciate the cooperation and courtesies extended by you and your office to the U.S. Department of Labor while we conducted the compliance review. If you have any questions or concerns, please do not hesitate to call. I can be reached at [insert phone number].

Sincerely,

ATR/State Director

cc: ATR/SD