

(Insert Date)

(Insert Sponsor Name/Address)

Re: EEO Compliance Review (and Quality
Assessment)

Dear:

Pursuant to our telephone conversation on (date), the U.S. Department of Labor will be initiating an EEO Compliance Review (and Quality Assessment) of your registered apprenticeship program on [insert date] at [insert time] in accordance with the U.S. Department of Labor's, "Labor Standards for the Registration of Apprenticeship Programs," at Title 29, Code of Federal Regulations (CFR) part 29 and part 30, "Equal Employment Opportunity in Apprenticeship and Training." This review will cover the time period from the date of your last review [insert date] through [insert date].

As we discussed, certain records will need to be made available at the time of the review. These documents are listed on the attached enclosure.

Should you have any questions, please call me at (phone number).

Sincerely,

ATR/State Director

cc: ATR/SD

Enclosure