

(Insert Date)

(Insert Sponsor Name/Address)

Re: Remote Quality Assurance Assessment
Provisionally Registered Program

Dear (insert name):

Pursuant to our telephone conversation on (date), the U.S. Department of Labor will be initiating a Quality Assurance Assessment of your Provisionally 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 your program was registered [insert date] through [insert date].

As we discussed, this review will be conducted remotely via conference call or Skype and certain records will need to be made available in advance for my review. These records are listed on the attached enclosure. Please send them to me by (date). The call in information for this remote Quality Assurance Assessment review is [insert telephone number].

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

Sincerely,

ATR/State Director

cc: ATR/SD

Enclosure