

[Insert Date]

[Insert Sponsor Name/Address]

Re: Remote Quality Assurance Assessment
Review

Dear [insert name]:

Pursuant to our telephone conversation on [insert date], the U.S. Department of Labor will be initiating a Quality Assurance Assessment review of your registered apprenticeship program on [insert date] at [insert time] in accordance 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, 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 documents are listed on the attached enclosure. Please send them to me by [insert 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