

*(Insert Date)*

*(Insert Sponsor Name/Address)*

Re: EEO Compliance Review (and Quality Assessment)

Dear :

Our recent EEO Compliance Review (and Quality Assessment) of your registered apprenticeship program at [insert name and location of the program reviewed] was completed on [insert date]. This review covered the time period [insert date] through [insert date]. We are writing to inform you that our office found no apparent violations of the requirements governing registered apprenticeship programs set forth in our regulations at Title 29, CFR part 29, "Labor Standards for the Registration of Apprenticeship Programs," and part 30, "Equal Employment Opportunity in Apprenticeship and Training." Based on our review, it appears that your apprenticeship program is making Good Faith Efforts to comply with the requirements of Title 29, CFR parts 29 and 30. We note, however, that despite these efforts, there exists underutilization of (women and/or minorities) in your apprenticeship program. Please be aware that [the Committee, JATC, sponsor] remains under an obligation, pursuant to the regulations at Title 29, CFR part 30 to continue with its Good Faith Efforts to increase participation of [women and/or minorities] in your program.

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 number].

Sincerely,

State Director

cc: ATR