

*(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 regulations on Apprenticeship Training at Title 29, CFR parts 29 and 30. 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