

[PRINT ON CENTER LETTERHEAD]

Month Day, Year

Dear [EMPLOYER'S NAME]:

It was a pleasure to speak with you last week about your business needs and how the [CENTER NAME] Job Corps Center might help.

As I mentioned, the [CENTER NAME] Job Corps Center provides its students with education and job training so they can join your company ready to work. Right now, we have XX students enrolled in the X training program. Upon completion of their training, our students will know how to X, X, and X. It seems these skills sets will match well with the needs of your company and that by utilizing [CENTER NAME] Job Corps Center graduates you can fill the X position.

If you are interested in visiting the center, interviewing our students, or discussing the program in more depth, please feel free to call me at (XXX) XXX-XXXX.

Thank you for taking time to speak with me, and I look forward to working with you in the future.

Sincerely,

[NAME]

[JOB TITLE]