Date

Name

Address

Address

Name,

In review of your SDWORKS account, it was determined that you may be eligible for employment and training programs and services through Department of Labor and Regulation (DLR) Job Service.

A brochure is enclosed with more information about [INSERT PROGRAM NAME], a program available through DLR [Pierre] Job Service. Each of South Dakota's job service offices are staffed with trained professionals ready to help job seekers identify opportunities and prepare for productive employment.

If you would like more information on the program, please contact us at 605-[###-####] and ask for [NAME]. We look forward to assisting you.

Thank You,

[Name]