

Date

Title Fname Lname  
Any Street  
City, State Zip



Dear Title Lname:

We'd like to invite you to come to Workforce Solutions. We at Workforce Solutions- \_\_\_\_\_ (**insert office name**) are ready to help you get a job, keep a job, or get a better job.

**What can we offer you?**

- Workforce Solutions offers a variety of services— at no cost—which may interest you. These services include direct referrals to jobs that meet your qualifications and guidance in how to find the right job for you. We can also help you get financial aid for child care expenses.

**Why are we contacting you?**

- You can only receive TANF cash assistance for a limited number of months. We hope you will give Workforce Solutions the opportunity to help you find a good job!
- Please visit us at our \_\_\_\_\_ office (address w/street, city, state, zip code, telephone number) at XX:XX tt Monday – Friday for a short workshop on how Workforce Solutions can help you find work while you receive benefits.

If you prefer, you may come speak to one of our employment counselors any time **Monday through Friday, 8a.m. to 5 p.m.**

If you are working or for some other reason cannot come to the office, please call me **at xxx.xxx.xxxx**. If you must leave a message, please leave a detailed one and a telephone number so I can reach you if necessary.

Thank you for the chance to work with you and we hope to hear from you.

Sincerely,

Name

Office  
St. address, city, state, zip  
999..999.9999 *phone* \* 999.999.9999 *fax*  
[www.theworksource.org](http://www.theworksource.org)  
Title