

Office  
St. address, city, state, zip  
999.999.9999 phone \* 999.999.9999 fax  
www.wrksolutions.com



Date

Title Fname Lname  
Any Street  
City, State Zip

Dear Title Lname:

We understand you are looking for work! Workforce Solutions is ready to help you.

### **Why are we contacting you?**

The Texas Department of Criminal Justice told us you are looking for a job.

### **What can we offer you?**

- Direct referrals to jobs that meet your qualifications and guidance in how to find the right job for you, including help with resumes and interviewing.
- Career planning resources and advice about finding the good jobs
- Financial assistance to help get a job, keep a job, or get a better job
- Limited bonding service

### **How do you find us?**

If you want our help in finding a good job please come to our office at (address w/street, city, state, zip code) any time Monday to Friday between 8:00 a.m. and 5:00 p.m.

When you come to Workforce Solutions, please tell staff that you are responding to this letter.

We appreciate your business and look forward to seeing you!

Sincerely,

Name & Title  
Telephone Number  
Email address