

Office
St. address, city, state, zip
999.999.9999 phone * 999.999.9999 fax
www.theworksource.org

Date

Title Fname Lname
Any Street
City, State Zip



Meeting the TANF Job Search Requirement

Dear Title Lname:

We'd like to invite you to come to Workforce Solutions. Our records indicate that, although you are receiving Temporary Assistance to Needy Families cash assistance, we haven't seen you in one of our local offices yet.

Why are we contacting you?

- In order to keep your TANF benefits, you must come to Workforce Solutions no later than [staff enter date 7 calendar days from the letter date].

When you come, please let us know that you are responding to this letter. We will talk briefly about your work search requirements and then help you look for work.

- Please visit us at our _____ office (address, city, state, zip, 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 speak to one of our employment counselors any time **Monday through Friday, 8:00 a.m. to 5:00 p.m.**

What can we offer you?

- Workforce Solutions offers a variety of services—at no cost—to help you get a job, keep a job or get a better job. 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.

If you are already working or for some other reason cannot visit our office right now, please call me at xxx.xxx.xxxx. ext. xxx. If you must leave a message, please leave a detailed one and a telephone number so I can reach you if necessary.

We appreciate your business and look forward to hearing from you!

Sincerely,

Name, Title