

[The following is a sample letter for you to consider customizing and sending (on your letterhead) on behalf of your WIB to individual businesses/employers and business organizations with which your WIB and One-Stops have relationships.]

March 4, 2003

Lee Davis, General Manager
ACME Company, Inc.
55555 Tenth Street West
Somewhere, CA 93551

Dear Mr. Davis:

We would like to invite you to join the _____ Workforce Investment Board in adding the name of your business to the attached statewide sign-on letter. This sign-on letter seeks to preserve the ability of welfare-to-work programs to strengthen our local labor force and meet the needs of business.

The letter is addressed to three California Congressmen who hold key leadership positions in the House of Representatives. Since two of the three Congressmen (Howard "Buck" McKeon and Bill Thomas) represent parts of Los Angeles County, your support of this sign-on letter is particularly important and would have an extraordinary impact.

To sign-on, please send your completed sign-on form (a copy of which is attached) to the County Welfare Directors Association of California (CWDA) by fax, e-mail, or mail as indicated on the bottom of the form. Only your business or company name will show on the signatory page of the letter.

If you have any questions about this letter or any related issues, please contact Bill Taylor, Los Angeles County Department of Public Social Services, at (562) 908-8519.

Sincerely,