

Date, 1995

SAMPLE TRANSMITTAL LETTER

Potential Peer Trainers

ADDRESS

City, State 000000

Dear Potential Peer Resource:

In an effort to enhance services provided through technical assistance and training we have initiated a "Peer Resource" network. This initiative is an on-going activity among the eight southern states which comprise USDOL Region IV. The "Peer Resource" initiative concentrates on identifying individuals within the existing employment and training system who can provide subject specific technical assistance, training or other assistance.

As a part of this effort, your name has been provided as a potential peer resources. Would you please take time to complete the attached "Peer Resource Resume" which will be used in identifying the subject areas in which you have experience and may be able to assist others.

We realize that formal classroom training is not necessary to be a peer resource and that many times, experience is more valuable and provides more relevance and background. Therefore, please be sure to list your experiences which may be considered when matching resource needs with resource providers.

When completed, please return the Peer Resource Resume to STATE PEER RESOURCE COORDINATOR, ADDRESS, CITY, STATE 000000. Each state's "Peer Resource Resumes" will be compiled to comprise the Regional Peer Resource Network. If there are any questions, please contact YOU STATE PEER RESOURCE COORDINATOR at (000) 000-0000. Thank you for participating in this very important effort.

Sincerely,

APPROPRIATE SIGNATURE

Attachment