

This is a sample letter to be sent prior to contacting an employer to schedule an appointment to conduct the Employment Opportunity Survey (EOS).

DATE

NAME

TITLE

COMPANY NAME

ADDRESS

ADDRESS

CITY, STATE, ZIP

Dear NAME

I am writing to request a meeting to learn about your employment needs. I work for a no-fee employment agency and, our goal is to assist local businesses in securing qualified applicants to fill open positions; to successfully match job applicants to job openings.

In order to do this, our first step is to understand the needs of local businesses like yours. We want to better understand how you define "quality applicant" and what skills are necessary to be a successful employee with your organization. The information that we obtain will allow our staff to make more high-quality referrals for job openings.

We would welcome the opportunity to meet with you. I will contact you by phone within the next week to follow up. Until then, please contact me at PHONE NUMBER or E-MAIL ADDRESS if you would like more information. I will be happy to explain our organization in further detail.

Sincerely.

NAME

TITLE