Today's Date

Dear Detroit Training Center,

*\*\*\* Information about the company here. We were founded \*\*\*\* year and what you do as a business.*

In continuation with our program to hire a significant number of local residents to strengthen the workforce in the community, \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (company name) is very interested in Detroit Training Center’s Heavy Equipment Operator Training Program.

We would be interested in hiring graduates from your Heavy Equipment Operator Training Program. We believe that this training program will help us recruit and retain a higher percentage of qualified new employees over the long term.

We are looking to hire \_\_\_\_ graduates, with a prospective start date of \_\_\_\_\_\_\_. We as a company have the following requirements to employment:

* Must have Valid Drivers License
* Must pass Drug Screening

The current positions are full time with a starting rate of pay at $\_\_\_\_\_ plus (*can mention any benefits here*, if pay per mile attempt to put in weekly or monthly terms)

Please contact me with any questions,

Thank you,

Name

Number

Title

Signature