

## EXAMPLE

### **OUTREACH-RECRUITMENT LETTER EMPLOYMENT AND TRAINING POSITIONS**

Robert Bell, Section 3 Compliance Coordinator  
Cincinnati Metropolitan Housing Authority  
16 West Central Parkway  
Cincinnati, OH 45202

Subject: Section 3 Recruitment

Dear Mr. Bell:

Our firm is a contractor on a HUD financed project in the City of Cincinnati covered by Section 3 of the Housing and Trade & Development Act of 1968, as amended. Under this law we are required to ensure that employment and other opportunities be directed to low- and very low-income persons in the order specified on the attached Notice. Additionally, we are required to notify Section 3 residents about training and employment opportunities generated by Section 3 covered assistance.

Our firm is committed to complying with Section 3 and action steps necessary to achieve the goals of the Act. Accordingly, this letter is to request your assistance in notifying and referring qualified Section 3 residents for the job openings listed on the attached Section 3 Notice. Interested persons should contact:

Mr. John Smith  
567 South Street  
Cincinnati, OH 45223

Thank you for your assistance in this matter. Should you need additional information please call Mr. Smith at 513-111-2222.

Sincerely,