



NJEDA SAMPLE REFERRAL LETTER TO UNION HALL

DATE

LOCAL UNION HALL
CONTACT NAME
ADDRESS
CITY, STATE, ZIP

RE: Request for Minority and Women Workers
For (NJEDA Project Number and Name)

Dear Sir or Madam:

Pursuant to complying with the requirements of N.J.S.A. 34:1B -1 et seq. “The New Jersey Economic Development Authority Act” and N.J.A.C. 19:30 Subchapter 3 “Affirmative Action in Authority-Financed Construction Projects,” please provide us with qualified minority and women workers to reach our goals of ___% minority work hours and **6.9%** women work hours for each trade:

___ # of Minority Workers for the following trades:

___ # of Women Workers for the following trades:

Please send us your written response within 48 hours of receipt of this request.

Sincerely,

Contractor representative
(with signature)



**NJEDA SAMPLE REFERRAL LETTER TO A MINORITY AND WOMEN
REFERRAL ORGANIZATION**

DATE

REFERRAL ORGANIZATION NAME

CONTACT NAME

ADDRESS

CITY, STATE, ZIP

RE: Request for Minority and Women Workers
For P#XXX
Project Name XXX

Dear Sir or Madam:

Pursuant to complying with the requirements of N.J.S.A. 34:1B -1 et seq. “The New Jersey Economic Development Authority Act” and N.J.A.C. 19:30 Subchapter 3 “Affirmative Action in Authority-Financed Construction Projects,” please provide us with qualified minority and women workers to reach our goals of ___% minority work hours and **6.9%** women work hours for each trade:

___ # of Minority Workers for the following trades:

___ # of Women Workers for the following trades:

Please send us your written response within 48 hours of receipt of this request.

Sincerely,

Contractor representative
(with signature)