

Technical Opportunities Program SAMPLE ACCEPTANCE LETTER

««Date»»

««AddressBlock»»

Dear Ms. ««GreetingLine»»

I am very pleased to inform you that **you have been accepted** into Chicago Women in Trades' Technical Opportunities Program (T.O.P.) 2006 Fall Class.

The first class will meet on **Tuesday, September 25th, at 6:00 pm sharp** at the Chicago Women in Trades location (1455 S. Michigan Ave.) in room 220. The TOP staff will go over details of what the class will entail and what will be expected of you over the next 12 weeks. Please note that on your first day, you are NOT required to have work boots or work out attire.

Please remember that class will meet **THREE DAYS A WEEK, EVERY WEEK**, for the next 12 weeks. Regular class hours will be **every Tuesday and Thursday from 6:00 to 9:30 pm**. Class will also meet **every Saturday from 8:00 am to 3:00 pm**. If you cannot attend the first day of class and do not notify our office staff of your absence beforehand, you will be dropped from the program. If you decide that you cannot commit to the class at this time, I ask that you please let me know as soon as possible so that I can notify an applicant on the waiting list.

I congratulate you on taking this important step towards a new career. Should you have any questions before the first day of class, please call me at (312) 942-1444, extension 221. Everyone at Chicago Women in Trades joins me in welcoming you to the Technical Opportunities Program!

Sincerely,

Deanna Hodges
Outreach & Client Services Manager
Chicago Women in Trades



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