*(business letterhead)*

*Date*

Mary Anne Zurn, Planning & Grants Division Director

CareerSource Southwest Florida

6800 Shoppes at Plantation Drive, Suite 170

Fort Myers, FL 33912

Dear Ms. Zurn,

After reviewing the 2020-2021 preliminary Regional Targeted Occupations List (RTOL) for CareerSource Southwest Florida we have noted that certain demand occupations appear to be missing. Following is information documenting the demand and wages for the occupation **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**. Based on the information provided below, please consider requesting this occupation be added to Southwest Florida’s 2020-2021 RTOL. Our business is located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_ County.

1 – Standard Occupational Classification (SOC) title **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** and 6-digit SOC code **\_\_\_\_\_\_\_\_\_\_\_\_\_\_:**

- Number of projected openings for this occupation for 7/1/2020 - 6/30/2021: \_\_\_\_\_\_\_\_

- Projected average entry level hourly wage for these employees: \_\_\_\_\_\_\_\_\_\_\_\_

- Number of current full-time positions for this occupation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

- Average hourly wage paid to these employees: \_\_\_\_\_\_\_\_\_\_\_\_

*NOTE: Regarding business disruptions caused by the pandemic: When providing your number of current positions above, please use numbers from January, February, etc. reflecting your numbers of employees in this occupation prior to pandemic-related layoffs. For projected numbers, show anticipated new hires/openings, rather than re-hires of those laid off.*

If there are any questions or additional information is needed, please feel free to contact me at (\_\_\_) \_\_\_-\_\_\_\_ or by email at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

signature

*Company representative name*

*Company name*

*Address*

*Telephone*

*email*

*If company name & contact information is already in the letterhead or footer, no need to include here*