

(business letterhead)

Date

Rebecca Sandholdt, Chief Operating Officer
CareerSource Southwest Florida
6800 Shoppes at Plantation Drive, Suite 170
Fort Myers, FL 33912

Dear Ms. Sandholdt,

After reviewing the 2025-2026 preliminary Regional Demand Occupations List (RDOL) 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 2025-2026 RDOL. 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 7/1/2025 - 6/30/2026: _____
- 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: _____

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