

(Place on Business Letterhead)

**The Honorable <First Name> <Last Name>
<Room Number> <Building Name>
Washington, D.C. <20515 for House/20510 Senate>**

Dear Congressman (or Congresswoman)/Senator <Last Name>,

As Congress considers the Fiscal Year 2017 Labor, Health and Human Services, Education, and Related Agencies Appropriations bill, I respectfully request that you fully fund the Title I and Title II accounts at the level authorized by the Workforce Innovation and Opportunity Act (WIOA). WIOA authorized Title I at \$842.4 million for the Adult Account, \$902.2 million for the Youth Account, \$1.3 billion for the Dislocated Worker Account, and the WIOA authorized level for Title II is \$635.2 million. I know firsthand that these funds are critical to businesses locally, as we recruit, train, and hire our workforce. **[Include a line if the business is a Board Chair, board member, hires from the system, etc.]**

For employers like me the federally funded, locally operated, workforce system is a win/win. My company is able to focus on innovation and expansion, while my state and local workforce partners' outreach into the community to recruit and prepare the local talent needed to sustain that growth. One of our top issues is finding and retaining skilled talent, and increasingly the people who live in my community, and want to work, do not have the necessary education and training to fulfill the minimum requirements for open positions at my firm. **[Include a line about what are the skills needed for the key open positions at the firm. Include whether or not they require a high school diploma, on the job training, 2 year degree or 4 year degree].**

[If available, use a specific example of your interaction with the workforce system, please use data if available. Specific examples could include: a direct recruitment or job fair, successful on the job training/apprenticeship/incumbent worker training, other Human Resources or Economic Development services provided by the local workforce system, etc.]

WIOA was passed in an overwhelmingly bipartisan manner in 2014, because having a skilled workforce is critical to a "jobs" agenda and a strong economy. As a local employer, I am urging you to recognize that fully funding WIOA is vital to our future success, and our ability to proactively create and sustain a talent pipeline. I urge you to support and fully fund workforce development within the FY17 budget cycle.

Sincerely,