



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)**

To Whom It May Concern:

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:

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\_\_\_ # of Women Workers for the following trades

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

Sincerely,

Contractor representative  
(with signature)