

[Your Organization's Name]
[Your Organization's Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],
Subject: JTA Notification

We are writing to inform you regarding the [specific matter related to JTA] as per the requirements set forth in the Job Training Agreement (JTA).

Key Details:

- Program Name: [Name of the Program]
- Participant Name: [Participant's Name]
- Start Date: [Program Start Date]
- End Date: [Program End Date]

This notification serves to [briefly state the purpose, e.g., confirm participation, update on changes, etc.]. Please review the information provided carefully and feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]