

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: QJB Notification

We are writing to notify you regarding the QJB (Quality Job Bulletin) for the upcoming period.

Key Details:

- Effective Date: [Insert Date]
- Project Title: [Insert Project Title]
- Scope of Work: [Brief Description of Work]
- Deadline for Applications: [Insert Deadline]

Please ensure that all relevant parties are informed and that applications are submitted by the specified deadline.

If you have any questions, do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]