# CEJA Workforce ProgramDenial and Referral Letter

[Date]

[Participant Name]
[Participant Address]
[Participant City, State, Zip Code]

Dear [Participant Name],

Unfortunately, our program is unable to accept you into the [Program] at [Provider Name].

Based on your application, you are not eligible. [Brief explanation of why and the unmet criteria.] However, we would like to refer you to [referral partner or Illinois workNet] for other programs and services. [Provide information about services.] You can reach out to them here:

[Referral Partner Name]
[Referral Partner Address]
[Referral Partner Phone Number]
[Referral Partner Website]

If you have any questions, please reach out to me or any member of our team.

Sincerely,

[Program Contact Signature]

[Program Contact Typed Name]
[Program Contact Email]
[Program Contact Phone Number]

*This document was developed by DCEO for the use by CEJA Workforce Program grantees.*