**Subject:** Posting notice for [BENEFICIARY] [CLIENT NUMBER]

Good Afternoon,

Pursuant to attorney directives, you will find the “Notice of Filing” which is a requirement for filing the Labor Condition Application (LCA) and will be kept in [BENEFICIARY’S NAME]’s Public Access File. We ask that you post the attached Notice as soon as possible, in two (2) conspicuous locations (break room, conference/meeting room, etc.) for **ten (10) consecutive days** at each worksite to comply with the U.S. Department of Labor regulations. It should be posted, at a minimum, from [DATE SENT] to [10 DAYS FROM DAY SENT].

Once the ten (10) consecutive days have been completed please sign the Evidence of Posting.

We ask that you then e-mail us a signed copy of the Evidence of Posting, for us to attach with the Public Access File.

Upon receiving confirmation that the notice has been posted, we may proceed with filing the LCA. Please note that it takes up to seven (7) working days for certification.

Please confirm once the “Notice of Filing” has been posted so we may file the LCA with the Department of Labor.

If you have any questions, feel free to contact me at [ASSISTANT’S DIRECT LINE]

Thank you,

[Timekeeper’s Name]