



**North Carolina Department of Commerce
Division of Employment Security
Unemployment Insurance**



Name
Address
Address2
City, State, Zip

XXXXXXXXXX XX, XXXX

RE: TRA Training Application Deadline

Date Mailed: XX/XX/XX

Dear Trade Affected Worker,

When you filed your initial application for Trade Readjustment Allowances (TRA) you were informed of the deadlines you must meet when applying for training. Our records indicate you have not filed a training application or requested a waiver from the training requirement.

Failure to apply for training, or obtain a waiver of the training requirement by the deadline date will result in a denial of Trade Readjustment Allowances (TRA) benefits.

You must contact your local office to schedule an appointment to discuss your training needs.

Respectfully,