

**DEPARTMENT OF TRANSPORTATION**

DIVISION OF CONSTRUCTION

LABOR COMPLIANCE

DISTRICT XX

ADDRESS

CITY, STATE ZIP

PHONE XXX-XXX-XXXX

FAX XXX-XXX-XXXX

TTY 711

www.dot.ca.gov



*Making Conservation  
a California Way of Life.*

**NOTICE OF COMPLAINT FILED**

[Date]

[Prime Contractor's Name]

[Address]

[City, ST ZIP]

Dear [Prime Contractor's Name]:

The Labor Compliance Program for the Department of Transportation (Caltrans) received a complaint against subcontractor, [Subcontractor's Name] concerning payment of prevailing wages on contract number(s) [Contract #(s)]. The Labor Compliance Program will investigate the complaint and contact you if further information is required.

If you have questions, please contact [Labor Compliance Officer's Name] at [phone number].

Sincerely,

[NAME IN ALL CAPS]

(District # or Region Labor Compliance Manager or Officer)

c: [Name, Title, Office]

*(These names appear on the original letter and all copies of the original letter.  
Anyone mentioned in the body of the letter should be listed in the copies.)*