

[Office]  
[Address]  
[Phone]  
www.wrksolutions.com



[Date]

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

Dear [Title and Name]

Congratulations! We have approved a scholarship package for you to attend **Lone Star College** to study to become a **Registered Nurse**. We will pay your tuition and fees to **Lone Star College** and provide you with a card to pay for required books and supplies.

**[Insert if applicable]:** In addition to the scholarship, Workforce Solutions will provide financial aid to help with your transportation costs to attend school [Insert if applicable]: and we will provide financial aid for child care expenses.

A summary of your financial aid for this term follows:

<b>Tuition and Fees</b>	<b>\$XX,XXX</b>
<b>Books and Supplies</b>	<b>\$XXX</b>
<b>Transportation (will depend on the number of travel days)</b>	<b>Up to \$XXX per month</b>
<b>Child Care (for X children)</b>	<b>\$XXX per month</b>

Make sure you contact us when you start school or should you have to drop one or more classes.

We expect to continue your financial aid for the time specified in your employment plan as long as you make good progress in school and keep in touch with us, and as long as we continue to have funds available. Thank you for allowing us to support your efforts to further your education.

Sincerely,

[Your Name]  
[Your Title]  
[Your Phone Number & Fax Number]  
[email address]

Workforce Solutions is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.  
Texas Relay Numbers: 1-800-735-2989 (TDD) 1-800-735-2988 (Voice) or 711