

Date

Title Fname Lname
Any Street
City, State Zip



Dear Title Lname:

At the time you submitted an application for financial aid to Workforce Solutions, we had temporarily stopped awarding scholarships. We placed your name on our scholarship registry list which is a wait list for customers who ask for financial aid. If you still need financial assistance to pay for school, training or for other work related needs - please let us know by calling Workforce Solutions as soon as possible.

Please call our toll free number 1-888-469-JOBS (5627), select option "1" and follow the directions to locate an office near you. When you are connected to a career office, ask to speak to a Financial Aid Specialist.

Talk to the Workforce Solutions Counselor about your current situation (for example, your employment goals, why you want to go to school, why you are asking for financial assistance from Workforce Solutions, how much money you need, etc

You must contact us no later than 10 days from the date on this letter. If we do not hear from you, we will assume you no longer need our assistance and we will remove you from our scholarship registry.

Please call us today!

Thank you,

Workforce Solutions
1-888-469-5627