

Office
St. address, city, state, zip
999.999.9999 phone * 999.999.9999 fax
www.wrksolutions.com



Date

Title Fname Lname
Any Street
City, State Zip

Dear Title Lname:

Thank you for submitting an application to Workforce Solutions for financial aid. We regret to inform you we have temporarily stopped awarding scholarships. We anticipate opening up our scholarship process in the near future. We added your name to our scholarship registry, a list of customers waiting for financial aid.

When we open our scholarships process again, we will notify you by email and/or mail. It is important that you let us know when your address or telephone number changes otherwise we won't be able to find you..

If you want to change your address, telephone number, or email address, your contact information, in our scholarship registry, call the Workforce Solutions office shown at the end of this letter or any office through our toll-free telephone number 1-888-469-JOBS (5627).

When our scholarship process opens up and we do contact you again, you must contact us within 10 days from the date on the letter or we will assume you no longer need our assistance. We will remove you from the scholarship registry list.

We appreciate your business. Please call us if you have questions.

**Workforce Solutions-_____ (insert office name)
Street Address
City, TX Zip
Monday through Friday, (8:00 a.m. to 5:00 p.m.)
Telephone Number
Email address**

Thank you,
Staff Name
Job Title