

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



[Date]

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

Dear [Title and Name]

Unfortunately, we had to interrupt our commitment to provide you financial aid for school because of a cut in funds. **We now have money available for scholarships.** We want to give you the first opportunity to request help paying your school expenses before we make scholarships available to new students.

Please call me at the number below. I want to discuss any changes you may have in your employment goals and how Workforce Solutions financial aid can help you.

Please call by **October 17, 2011** as we will open our scholarships to people on the wait list on that day.

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