

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



[Date]

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

Dear [Title and Name]

We entered your name on our scholarship registry because we did not have funds for financial aid at the time you needed it. **We now have money available for scholarships.** If you still want our help in paying for school, you must contact us by xx/xx/xx. You may call the number below to talk to one of our counselors.

If you have not yet completed a Workforce Solutions Financial Aid Application, it is available on our web site at www.wrksolutions.com with instructions on how to submit it. Your application gives us helpful information to determine your likely eligibility for a scholarship. We will call you within three days of receiving the application. If it appears you are eligible, we will discuss your employment goals, and tell you the next step in the application process.

Please let us know of your continued interest as soon as possible as funds we will proceed to call people further down the registry list if we don't hear from you.

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