

February 01, 2005

Title Fname Lname
Any Street
City, State Zip

Dear Title Lname:

Are you looking for a job – or do you already work but need a better job?
Workforce Solutions can help!

Our local office staff can:

- Refer you to jobs that match your skills and experience
- Help you put together a plan for finding and keeping a job
- Help you find and get financial aid to get a better job

Our records indicate that you receive food stamps from the state of Texas. Although you are not obliged to see us now, we may send you a letter later this year—if you continue to receive food stamps—that requires you to visit one of our offices and actively seek work.

Our offices are open Monday through Friday 8am to 5pm, and we're located throughout the area. Visit us at <http://www.wrksolutions.com> or call our toll-free number 1-888-469-JOBS (5627) to connect to the office nearest you.

We look forward to seeing you!

Sincerely,

Career Office Staff
Office name
Street address, city, zip
Phone #