

**[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