



Workforce Solutions – Rosenberg  
28000 Southwest Freeway, Suite D, Rosenberg, Texas 77471  
MAIN: 281.344.0279 FAX: 281.344.9537  
www.wrksolutions.com



{TODAYS\_DATE\_DYNAMIC}

{FIRST\_NAME} {LAST\_NAME}  
{STREET\_ADDRESS1}  
{CITY}, {STATE} {ZIP\_5}



Dear Mr./Ms. {LAST\_NAME}:

Thank you for applying for Workforce Solutions financial aid. We have temporarily stopped awarding scholarships due to limited funding. Based on your eligibility, we have added your name to our scholarship registry. The scholarship registry is a list of customers waiting for financial aid.

When we open our scholarship process again, we will send you a letter. It is important for you to let us know if your contact information changes so we will be able to contact you.

If you need to change the contact information you provided us, 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).

In addition, to better serve you, you must schedule an appointment with us within ten (10) business days from the date of this letter. This appointment will allow us to explore other services we can provide, such as helping you find work or alternative funding. **Failure to contact us will result in you being removed from the registry and having to reapply for assistance.** This letter will be your only notification of the need to contact us.

It is very important that you maintain contact with us. After your initial appointment, you will need to contact your Career Advisor at least once per month so we can keep your registry status active.

We appreciate your interest. Please schedule your appointment by scanning the QR code or calling the number below.



Workforce Solutions-Astrodome  
Monday through Friday, (8:00 a.m. to 5:00 p.m.)  
713.661.3220