



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} {STREET_ADDRESS2}
{CITY}, {STATE} {ZIP_5}

Dear Ms. /Mr. {LAST_NAME}:

At the time you applied for Workforce Solutions financial aid, we initiated a registry due to funds being limited. We placed your name on our registry list, which is a waiting list for customers who have requested financial aid. If you still need assistance to pay for school, training, or other work-related needs, please let us know by scheduling an appointment with a Career Advisor as soon as possible, using the QR code below.



During your appointment, we will talk to you about your current situation, such as your employment goals, your desire to go to school, and your need for financial assistance from Workforce Solutions. We will also ask you to confirm if any information you gave us has changed and tell you more about the process.

You must schedule an appointment **no later than ten (10) business days** from the date on this letter verifying your continued interest in Workforce Solutions financial assistance. **If you do not schedule your appointment within the 10-business day period, we will remove your name from the registry, and you will have to reapply for assistance.**

Please schedule your appointment today!

Thank you,

Workforce Solutions
1-888-469-5627