

[LOCATION\_NAME]

ID#: [STUDENT\_ID]

Date:

[FIRST\_NAME] [LAST\_NAME]  
[ADDRESS\_LINE\_1]  
[CITY], [STATE] [ZIP]

Dear [FIRST\_NAME],

We have evaluated the information you reported on your Free Application for Federal Student Aid and are pleased to offer you the following assistance for the 2008-2009 academic year:

[AWARDS\_FOR\_AWARD\_YEAR]

It is our understanding that you are also receiving the following resources:

[EXTERNAL\_RESOURCES\_FOR\_AWARD\_YEAR]

If this is not correct or you are receiving funds through another source, please contact us immediately

Any additional requirement which need to be completed are listed below:

[MISSING\_DOCUMENTS]

You can submit copies of these documents through the College Student Self Service portal or you may mail copies of them to us. Please submit these items as soon as possible. Your failure to submit these items can prevent you from receiving a financial aid award offer from [LOCATION\_NAME].

If you have any questions regarding this matter, please contact us. We look forward to assisting you in pursuit of your educational goals

Sincerely,

Financial Aid Director