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www.nhsfoundation.org

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Helen Kennedy
helen@nhsfoundation.org

Tax I.D. #94-2855611

[Student Name]
[Address]
Union City, CA 94587

June 4, 2014

Dear [Student Name],

On behalf of the Board of Directors of the New Haven Schools Foundation, I would like to congratulate you on your scholarship award(s.)

Here are the instructions for claiming your award.

1. You must be enrolled in a two or four year college or university or in another accredited course of study.
2. You may apply for your scholarship funds **after July 1, 2014.**
3. Send us **proof of current enrollment**, such as:
 - a. Photocopy of your current registration for classes.
 - b. Student identification card.
4. Confirm your mailing address, and provide your email address and phone number.
5. Mail the above information to our **new** address:
New Haven Schools Foundation
P.O. Box 1574
Union City, CA, 94587
6. **DEADLINE:** You must apply for your scholarship by **Friday, February 6, 2015. Sorry... No exceptions.**

In most cases, scholarship funds will be mailed directly to the student, but there are a few exceptions. If your scholarship provider requires that payment be sent to your school, we will let you know that when you apply.

Once again, congratulations on your scholarship(s). We wish you the best of luck in your continuing studies.

Sincerely,

Helen Kennedy
Executive Director