***THIS LETTER MUST BE MAILED NO LATER THAN JANUARY 15, 2020. FAILURE TO DO SO WILL FORFEIT YOUR REMAINING SCHOLARSHIP. THE CHECK FOR THE SECOND HALF OF YOUR SCHOLARSHIP CANNOT BE SENT TO YOU BEFORE RECEIPT OF THIS FORM AND FIRST SEMESTER/QUARTER GRADES.***

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Date)

Mr. Terry Siegele

CCTC Foundation

516 Wilder Place

Shreveport, LA 71104

Dear Mr. Siegele:

I am a recipient of a CCTC Foundation Scholarship from the Caddo Career & Technology Center. In fulfillment of the requirements to receive the second half of my scholarship, I am submitting to you a copy of my first semester/quarter grades.

I understand that I must have at least a 2.0 GPA (or greater) and receive credit for the number of hours required to be a full-time student in the 2019 fall semester/quarter in order to earn the second half of the scholarship.

I am grateful to you and the scholarship foundation for helping to make the opportunity possible for me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Your full name) (Post-secondary school attending)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Your address) (Your current e-mail address)

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 (City, State, Zip) (Your current telephone number)