



**School of Computing**  
Armstrong Atlantic State University  
11935 Abercorn Street  
Savannah, Georgia 31419-1997  
912.921.5600 • Fax: 912.921.5606

December 29, 2003

John Doe  
44 S. Main Street  
Savannah, GA 31405

Dear Christopher:

We recently queried the database for our Computer Science and I.T. students who meet academic requirements for the CSEMS scholarship. This scholarship is provided as part of a National Science Foundation grant for students who meet specific academic criteria. However, candidates for the scholarship must also illustrate financial need as determined by Financial Aid. This means that in order to be considered for the scholarship you must have applied for financial aid for the current academic year (or at least Spring 2004).

I encourage you to visit <http://www.computing.armstrong.edu/nsf> to apply for the CSEMS scholarship. Here, you can also learn more about the scholarship. Please contact me at (912) 555-3074 or via email at [chris@drake.armstrong.edu](mailto:chris@drake.armstrong.edu) should you have further questions.

Sincerely,

Chris McCarthy  
Instructional Technology Support Specialist  
School of Computing