



it pays to learn

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Mr John Smith
43 Smith Street
Edinburgh
EH6 5BG

Reference: XXXXXXXXXXXX
Date: XX-XXX-XXXX

Apply now and get £200 to spend on learning new things

Dear Mr Smith,

Thank you for finding out more about individual learning accounts from ILA Scotland. It's a Scottish Executive scheme that makes it easy for you to get up to £200 towards the cost of learning. You can use it to help pay for your choice of course from a wide range of exciting learning opportunities all over Scotland.

Learning something new could be your first step towards earning more money or doing something you really enjoy. And the sooner you apply the sooner the money will be available. So why not apply today?

With this letter you'll find your ILA Scotland application form along with notes to help you fill it in. You'll also find a leaflet giving more information on ILA Scotland.

Once your application has been accepted, we will send you a Welcome Pack with all the information you need to start learning. It should take about 14 days to process your application once we get your completed form.

If you need any more help with filling in the forms, or if you'd like to know more about ILA Scotland or what course might be best for you, why not call our helpline free on 0808 100 1090? Our friendly advisers will be happy to talk to you about anything you need to know. We look forward to hearing from you.

Yours sincerely

Sam Thomson
ILA Scotland Support Team