

Mr John Smith
43 Smith Street
Edinburgh
EH6 5BG

Date

Dear Mr Smith,

ILA Scotland Account Renewal

It's almost a year since you qualified for a £200 learner account from ILA Scotland.

As your Learner Year ends on **date**, it's now time to renew your account. So that we can establish whether or not you still qualify for ILA Scotland funding, you should fill in the Income Assessment form that has been included with this letter and return it to us as soon as possible.

Act today – make sure you get the right funding.

If your income is £18,000 a year or less or if you are on benefits, you will still qualify for ILA Scotland funding. To ensure that you continue to receive this, you must return the form to us. We can't give you any further funding until we have received this form and confirmed your income.

We hope that you enjoyed any courses you did this year and if you have any funds left in your account there's still time to use them up. Remember that you can use your funds for any ILA Scotland approved course and there are so many to choose from.

Any course you book before the end of your current Learner Year, will be taken from this year's funding – as long as the course starts within 60 days of the start of your new Learner Year.

If you need any further information or advice, please don't hesitate to call the ILA Scotland helpline free on 0808 100 1090.

Yours sincerely

ILA Scotland Support Team