



University of Houston-Downtown

Department of Criminal Justice

Dec. 12, 2003

Annie Almendarez
322 Creek Bend Dr.
League City, TX 77573

Dear Sergeant Almendarez:

On behalf of the Department of Criminal Justice thank you for your application for the 100 Club Scholarship. We have received the letter from your chief recommending you for the scholarship. Your academic files indicate that you currently have the grade point average required for eligibility. Your records also indicate that you have the required number of course hours for eligibility.

The next step is for you to take a copy of this letter and a copy of your chief's letter and attach them to a written request to be considered for a 100 Club scholarship to:

Mr. Rick Hartley, Executive Director
1233 West Loop South, Suite 1250
Houston, TX 77027

Mr. Hartley or a representative of the 100 Club will be in touch with you to complete your application and evaluate you as a candidate. Congratulations on your eligibility, and good luck as you continue with the process.

Sincerely,

A handwritten signature in cursive script that reads 'Larry Karson'.

Larry Karson, Lecturer
Department of Criminal Justice

Copies: Mr. Rick Hartley
file