Applicant

Address

City, State Zip Code

Dear Alternate,

Thank you for applying for the Vira I. Heinz Program for Women in Global Leadership. Due to the number of applications from qualified individuals that we received this year, the selection committee faced some very difficult decisions. Unfortunately, we are unable to offer you a scholarship at this time due to the limited resources available for distribution.

However, we are pleased to name you as the Alternate Recipient. You will receive this award in the event that one of the three women chosen is unable to accept the award. We will be in touch no later than mid spring if one of our selected winners is unable to accept the award.

I am also pleased to offer assistance to help you continue to plan for your study abroad experience this summer. On behalf of the committee, please accept my best wishes for a very successful study abroad experience!

Sincerely,

**Your name**

<http://www.viraheinz.pitt.edu/>

Applicant

Address

City, Zip

Dear Applicant,

Congratulations!  I am pleased to inform you that you have been admitted to the Vira I. Heinz (VIH) Program for Women in Global Leadership. The Heinz Endowments has awarded you a place in this program based on the strength of your application, your character and maturity, and your potential to contribute as a leader in your community in the spirit of the Vira I. Heinz Program.

We will work closely to choose the most appropriate study abroad program and work together to apply to the provider. Please contact me with your availability as soon as possible so that we can set up a meeting for early December.

You will receive a Letter of Agreement by early January. This must be signed and returned to me no later than January 15. You will then receive detailed information about the first component of the VIH Program, the spring leadership development retreat.

Upon completion of the VIH Program, I will invite you to become an active alumna and participate in future networking and personal growth opportunities.  Please be sure to notify me in the event that your contact information changes in order that you continue to receive periodic newsletters that will inform you of upcoming events and opportunities.

Once again, I congratulate you on this prestigious honor.  Please accept my best wishes for your success in this program.

Sincerely,

<http://www.viraheinz.pitt.edu/>

Applicant

Address

City, State Zip Code

Dear Applicant,

Thank you for applying for the Vira I. Heinz Scholarship Program for Women in Global Leadership. Due to the number of applications from qualified individuals that we received this year, the selection committee faced some very difficult decisions. Unfortunately, we are unable to award you a scholarship due to the limited resources available for distribution.

On behalf of the committee, please accept my best wishes for a very successful study abroad experience!

Sincerely,

<http://www.viraheinz.pitt.edu/>