

From the Chair of the Board of the Westbrook Foundation, Inc.

March 16, 2020

To Our Scholarship Recipients:

I'm writing to inform you that, effective immediately, the Westbrook Foundation's procedure for awarding scholarships has changed due to IRS regulations. Scholarship monies will now be paid directly to the bursar's office of the recipient's institution. On behalf of the Board I wish to extend my sincerest apologies for any inconvenience this has caused you and your family.

In order to ensure that your institution receives the funds, please provide the following information to the Westbrook Foundation at your earliest convenience; you may provide the information via email by writing to info@westbrookfoundation.org: the name of your institution and address of your institution's bursar's office and your student ID number. Please also include your current email address, phone number, and home address. No funds will be disbursed to schools unless this information is provided.

The Foundation will notify you in writing when the funds have been transferred to your institution's bursar's office. All future scholarship awards will be sent directly to schools.

Again, I apologize for any inconvenience this has caused you. Please know that you have the full weight of the Westbrook Foundation's support behind you, and we all wish you success in your current and future endeavors.

Sincerely,

Paul Winch

Chair, The Westbrook Foundation, Inc.