The Manager

Bank of Ceylon

……………………………….……… Branch

Dear Sir/Madam,

**Special Loan Scheme for the University Students to purchase Laptop Computers.**

Below mentioned student has applied for a loan facility under the Special Loan Scheme for University students to purchase Laptop Computers at Bank of Ceylon and we recommend him/her to apply for the facility.

|  |  |
| --- | --- |
| 1. Student Name |  |
| 1. Student No. |  |
| 1. NIC No. |  |
| 1. Contact No. Mobile : Fixed : |  |
| 1. Selected Option/Brand/Model of the Laptop |  |
| 1. Name of the Supplier |  |
| 1. Price |  |
| 1. Selected BOC Branch |  |

If Mahapola/ Bursary is received fill the following table:

|  |  |  |
| --- | --- | --- |
| **Details** | **Mahapola** | **Bursary** |
| Name of the Bank |  |  |
| Name of the Branch |  |  |
| Account No. |  |  |

Yours faithfully,

………………..…………………………

Deputy Registrar/ Snr. Asst. Registrar/ Asst. Registrar

Student & Staff Affairs

Date :