

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	
2. Student No.	
3. NIC No.	
4. Contact No.                      Mobile : Fixed :	
5. Selected Option/Brand/Model of the Laptop	
6. Name of the Supplier	
7. Price	
8. 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 :

