Kindly print it on Official Letter Head

DD/MM/YYYY

To,

Financial Aid Committee

Forman Christian College (A Chartered University),

Lahore

Subject: Acknowledgement for Need-Based Financial Aid

Dear Committee Members,

I am writing to attest the financial situation of Mr. /Ms. Father's Name
Father/Guardian of Applicant's Name bearing roll no. _____
studying Program at Forman Christian College (A Chartered University)
whom I have known for Duration in my capacity as profession
at Community Organizer's Name , Community Organizer's Address

He/She is a resident of _____ . The family's approximate monthly income is Rs. _____ and it is difficult/not difficult for them to pay all the college/university dues and other related expenses of applicant.

I acknowledge the aforementioned information is true to the best of my knowledge and I am confident to witness financial constraints of the family along with applicant's academic growth over time, and I look forward to seeing him/her blossom further. I believe that he/she is a responsible citizen and will add value to the community if given chance to groom at Forman Christian College.

Sincerely,

Sign and Stamp

Name:

Contact No:

Email:

This letter can be verified by Union council representative, Religious leader or Lawful authority