

## SAMPLE LETTER TO LENDING INSTITUTION

Citibank Student Loans  
12345 Service Street  
Smalltown, USA 99999  
August 1, 2005

To Whom It May Concern:

Included with this letter is my AmeriCorps Education Award Voucher. I would like to apply **(\$1,000)** of my voucher towards Loan Number **(23)**. Please apply the designated amount to my principle balance only. I would like to continue making monthly payments, so please do NOT advance my future payments.

Thank you,  
Your Name  
Social Security Number  
Address  
Phone Number  
Email