DATE

INSERT COLLEGE

Office of Student Financial Services

INSERT ADDRESS

SUBJ: Virginia Commissioned Officer Waiver Program; Code of Virginia 23.1-605

Dear Office of Student Financial Services:

 For purposes of eligibility for the Virginia Commissioned Officer Waiver Program (VACO), this letter confirms that INSERT OFFICER NAME is a commissioned officer in the Virginia National Guard/Virginia Defense Force (Choose one). This officer is anticipated to be a member of this service for at least ten months from the date of this letter. I have counseled this officer that if they are discharged from service prior to the completion of their ten months of eligibility for the VACO they are required to report that loss of membership to the Office of Student Financial Services.

 Thank you for your willingness to assist the Soldiers and Airmen of the Virginia National Guard and the Virginia Defense Force.

 If you have any questions concerning this matter, the point of contact is INSERT POC NAME, POSITION, PHONE AND EMAIL.

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INSERT COMMANDER’S SIGNATURE BLOCK