

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Bank/Financial Institution's Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Educational Loan

Dear [Recipient Name],

I am [Your Name], a [Your Year, e.g., first-year] student at [Your University/College Name], pursuing a degree in [Your Major/Field of Study]. I am writing to formally request an educational loan to support my tuition fees and other associated educational expenses for the upcoming academic year.

I have attached all the necessary documents, including my admission letter, fee structure, and my academic records, for your review. The total amount I am seeking is [Amount Needed], which I believe will significantly aid in my educational journey.

I would appreciate the opportunity to discuss this matter further and provide any additional information you may require. Thank you for considering my application.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]