

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Bank/Financial Institution's Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Application for Student Loan

I am writing to formally request a student loan to assist with my educational expenses. I am currently enrolled in [Your University/College Name] pursuing a degree in [Your Degree Program] and expect to graduate in [Expected Graduation Date].

I am seeking a loan amount of [Amount Requested] to cover [tuition fees, books, living expenses, etc.]. Given my academic performance and commitment to completing my degree, I believe I am a strong candidate for this loan.

Enclosed are the necessary documents including my financial statements, admission letter, and [any other required documents].

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]