

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

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

Subject: Application for Educational Loan

Dear [Loan Officer's Name],

I am writing to formally apply for an educational loan to finance my studies at [Name of Institution] for the [Degree/Program Name]. The total cost of my education is estimated at [Total Amount], which includes tuition, books, and living expenses.

I have attached all necessary documents, including my admission letter, financial statements, and a details of my course expenses.

I would greatly appreciate your assistance in processing my loan application.

Thank you for your consideration.

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]