

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

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

Dear [Loan Officer's Name],
I hope this letter finds you well. I am writing to formally apply for a student loan to assist with my educational expenses for the academic year [insert year]. I am currently enrolled in [Name of School/University] pursuing a degree in [Your Major/Program] and anticipate graduation in [Expected Graduation Date].

Due to [briefly explain your financial situation], I am seeking financial assistance to cover tuition fees, textbooks, and living expenses. The total amount I am requesting through this loan is [insert amount].

I have attached the necessary documents, including my admission letter, financial aid assessment, and any other required paperwork. I am committed to responsibly managing this loan and ensuring timely repayment upon graduation.

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

Sincerely,
[Your Name]