

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Bank/Financial Institution Name]
[Branch Name or Loan Department]
[Address]
[City, State, Zip Code]

Subject: Request for Renewal of Educational Loan

Dear [Loan Officer's Name or "Loan Department"],

I hope this letter finds you well. I am writing to formally request the renewal of my educational loan, account number [Your Account Number].

As I approach the completion of my academic program, I am seeking to extend my loan to cover the remaining tuition and related expenses. My current loan was initiated on [Loan Start Date] and is set to mature on [Loan Maturity Date].

I have maintained regular payments as agreed upon, and my academic progress remains satisfactory. Attached to this letter are the necessary documents including:

1. Recent academic transcripts
2. A copy of my current enrollment confirmation
3. Financial statements

I would greatly appreciate your assistance in processing this renewal request at your earliest convenience. Please let me know if you require any additional information or documentation.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Student ID (if applicable)]