

Sample covering letter to be annexed with education loan application

Date:

To,

The Bank Manager
State Bank of India
Pitampura, New Delhi

Subject: Application for availing education loan from State Bank of India

Dear Sir/Madam,

With reference to the subject mentioned above and our personal meeting dated July 22, 2012, in your august office regarding SBI education loan conditions, I wish to apply for availing the education loan from State Bank of India. My name is Mohan Prakash and presently I am a student of Delhi University in third year B. Com course. After my B. Com I am planning to enroll myself with the Institute of Company Secretaries of India for company secretary ship course. It is one of the renowned professional course in India conducted by the Institute of Company Secretaries of India, a legislative body under an act of parliament titled "The Company Secretaries Act, 1980".

Further I wish to submit that my father is working as a teacher in a Government school with relatively low salary and unable to bear expenses of my education. In this regard I was advised by my learned teachers to apply for an educational loan considering my previous good academic result and educational credentials.

In this regards please find enclosed herewith my application for availing education loan along with all the necessary annexure as mentioned in the education loan checklist available with the bank. I am also willing to provide any other additional document or information as desired by the bank to process my request. I would urge you to please go through the same and allow me an education loan in order to allow me pursue my dream education.

Thanking you

With Regards,

Mohan Prakash
Contact No.:
E-mail ID:
Mailing address: