

Deekshith Katari
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Date:-

To
The HOD Office(Department of CSE)
GITAM University
Visakhapatnam

Subject: Request for Study Certificate for Education Loan Disbursement

Dear Sir/Madam,

I am writing to request a study certificate from the department, which is required by the State Bank of India (SBI) for the disbursement of my education loan.

I am currently a final year student in the [Bachelor of Technology in Computer Science] at GITAM University. To facilitate the processing of my education loan application, SBI has requested a study certificate from the university confirming my enrollment and academic details.

Below are my details for your reference:

Name: Deekshith Katari
Roll Number: VUCSEN0101247
Program: CSE
Academic Year: 2023-24

I kindly request you to issue the study certificate at the earliest convenience, as it is crucial for the timely processing of my education loan. You can send the document to my email address mentioned above or provide a physical copy at your earliest convenience.

Thank you for your assistance and support. I look forward to your prompt response.

Yours sincerely,

Deekshith Katari