

To,
The Branch Manager,
State Bank of India, Karanja (Lad)
Near Shashikant Talkies
Karanja (Lad) - 444105

Subject: Request for Disbursement of Education Loan for Second Year

Respected Sir,

I hope this letter finds you well. I Jaypal Chavan writing to formally request the disbursement of my education loan for the second year of my Bvoc at St. Vincent Pallotti College of Engineering And Technology, Nagpur. I am pleased to inform you that my admission process for the second year has commenced.

To facilitate the disbursement process, I am submitting the following documents:

1. First Semester Marksheet
2. Provisional Passing Certificate for Second Semester: As I have not yet received the official marksheet for the second semester, I am providing this provisional certificate as proof of my successful completion of the second semester.

I kindly request you to proceed with the disbursement of the loan amount as per the bank's guidelines. I understand that the official marksheet for the second semester will be required eventually, and I will submit it as soon as it becomes available.

I would be grateful if you could expedite the process, as timely disbursement is crucial for the payment of my tuition fees and related expenses for the second year.

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

Yours faithfully,

Jaypal Dinesh Chavan

Account No – 37269614014

CIF No - 90014129893

Course name – Bvoc (Bachelor of Vocation)

St. Vincent Pallotti College of Engineering And Technology, Nagpur