

To,  
The Branch Manager  
State Bank of India  
DCE-10446

**Subject: Request for EMI Recalculation and Amendment of Standing Instruction**

**Dear Sir/Madam,**

I am writing to formally request a recalculation of my EMI for my education loan (A/c No. 38751830582). The total sanctioned loan amount was **₹7,49,500**. However, I had only availed the loan amount required for my **first-year fees** and have not withdrawn any further amount. I also confirm that I will **not be availing any additional funds in the future**.

Given this, I kindly request you to **recalculate my EMI based solely on the availed amount..** Additionally, I request you to update the **standing instructions** for EMI deductions from my savings account (A/c No. 38692991422), effective from **01.03.2025**.

I hope you will consider my request and take the necessary steps at the earliest. Please let me know if any further formalities are required from my side.

**Regards,**

Vivek Patwal  
Mob: 9560761506



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Dated: 02.02.2025