

# **Second Installment Education Loan Application**

## **1. Application for Second Installment Education Loan Due to Increased Tuition Fees**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch Address],

Subject: Application for Second Installment Education Loan Due to Increased Tuition Fees

Respected Sir/Madam,

I, [Your Full Name], son/daughter of [Father's/Mother's Name], resident of [Your Residential Address], am a current account holder in your esteemed bank with the account number [Your Account Number]. I am writing this letter to bring to your kind attention a matter of immediate concern.

I am pursuing my [Your Course Name] from [Your University/College Name], and had previously received an education loan from your bank to cover the tuition fees for the course. I am grateful for the financial support provided by your bank which has enabled me to pursue my studies.

However, due to unforeseen circumstances, the university has recently increased the tuition fees for the course. The revised fees are higher than the initial amount for which the loan had been sanctioned. As a result, I am facing a financial shortfall to meet the increased fees.

In light of this situation, I humbly request you to sanction the second installment of my education loan to help me cover the increased tuition fees. I assure you that I will adhere to the repayment schedule as earlier agreed upon.

I am enclosing the official notification of fee hike received from the university, along with my latest academic records for your reference. I kindly request you to expedite the process as the university has set a deadline for fee payment.

Thank you for considering my application. I am hopeful for a positive response from your end. Please feel free to contact me for any further details or clarifications.

Yours faithfully,  
[Your Full Name]  
[Your Contact Number]  
[Date]

## **2. Application for Second Installment Education Loan for Additional Course Materials**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch Address],  
[City], [State], [Pin Code]

Subject: Application for Second Installment of Education Loan for Additional Course Materials

Dear Sir/Madam,

I, [Your Full Name], a [Your Course Name] student at [Your College Name], am writing this letter to kindly request the release of the second installment of my education loan, sanctioned under the account number [Your Account Number].

In accordance with the loan agreement, the first installment was used for paying my tuition fees and hostel charges. Now, I require the second installment to purchase additional course materials which include textbooks, reference books, software, and other equipment necessary for my academic progress. These materials are quintessential for my study, and I find it challenging to continue without them.

I assure you that this fund will be strictly utilized for the said purpose, and I am prepared to provide any receipts or proofs of purchase, if required. I understand the rules and obligations of the loan agreement and commit to abide by them.

I kindly request you to approve my application and disburse the second installment at the earliest convenience. Your support is crucial to my academic journey, and I am grateful for your understanding and assistance.

Thank you for your time and consideration. I look forward to your positive response.

Yours Sincerely,

[Your Full Name],  
[Your Contact Number],  
[Your Email Address],  
[Date]

### **3. Application for Second Installment Education Loan for Unforeseen Educational Expenses**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch Address]

Subject: Application for Second Installment Education Loan for Unforeseen Educational Expenses

Respected Sir/Madam,

I, [Your Full Name], a holder of an education loan account ([Account Number]) in your esteemed bank, am penning down this letter to kindly request the disbursement of the second installment of my education loan.

I am currently pursuing [Name of the Course] from [University/Institution Name], and the second term/semester of my academic year is due to commence shortly. However, due to unforeseen educational expenses, my financial requirements have escalated.

The unforeseen costs comprise mainly [briefly mention the nature of expenses: could be lab equipment, additional books, hostel fees, etc.]. These expenses

were not included in the initial cost of education, and hence, I am left with a financial gap to fulfill my academic obligations.

I kindly request you to expedite the process of disbursing the second installment of my education loan to meet these unexpected expenses. I assure you that these funds will be used strictly for my educational purposes, adhering to the terms and conditions of the loan agreement.

I am enclosing herewith the necessary documents including the receipts and cost estimates of the unforeseen expenses for your reference.

I am hopeful for a positive and prompt response from your side. I thank you in advance for your understanding and support in my academic journey.

Yours faithfully,  
[Your Full Name]  
[Your Contact Details]  
[Date]

## **4. Application for Second Installment Education Loan for Studying Abroad**

To,  
The Branch Manager,  
[Name of the Bank],  
[Branch Address],

Subject: Application for Second Installment Education Loan for Studying Abroad

Respected Sir/Madam,

I, [Your Name], a resident of [Your Address], write this letter to kindly request the sanction of the second installment of my education loan. I had been granted an education loan with account number [Your Account Number], for pursuing higher studies abroad at [Name of the University], [Country Name].

The first installment of the loan has been effectively utilized for the payment of my university tuition fees and initial living expenses. I am now in need of the

second installment to pay for my second semester fees and to manage my living expenses for the next period.

The payment for the upcoming semester is due on [Due Date]. Therefore, I kindly request you to process the second installment of my loan at the earliest to avoid any late payment fees or complications.

I am attaching all the necessary documents including the fee structure, due date details, and the receipt of the first installment payment for your reference.

I sincerely thank you for your constant support and understanding. I assure you that I will abide by all terms and conditions laid down by the bank regarding the repayment of the loan.

Thanking you,

Yours faithfully,

[Your Name]

[Your Contact Number]

[Your Email Address]

[Date]

## **5. Application for Second Installment Education Loan for Residential Accommodation on Campus**

To,

The Branch Manager,

[Bank Name],

[Bank Address],

Subject: Application for Second Installment Education Loan for Residential Accommodation on Campus

Respected Sir/Madam,

I, [Your Full Name], a student of [Your Course Name] at [Your Institute Name], have been granted an educational loan by your esteemed bank with the account number [Your Loan Account Number]. I am penning down this letter to

formally request the release of the second installment of my education loan to help me secure residential accommodation on campus.

The first installment of the loan has been completely utilized for my tuition fees and other academic expenses. Now, as I am required to shift to the campus for the upcoming academic year, I am in need of funds to facilitate my accommodation expenses. The cost of the residential facility, as per the institute's guidelines, is [Amount in INR] for the academic year.

I have attached all the necessary documents, including the official letter from the institute requesting to make the payment for the accommodation fees, along with this application. I kindly request you to process my application at the earliest, as the last date to pay the fees is [Due Date].

I am grateful to the bank for the financial support provided for my higher studies, and I assure you that I will abide by all the terms and conditions of the loan agreement. I look forward to your positive response.

Thanking you,

Yours sincerely,

[Your Full Name]

[Your Address]

[Your Contact Number]

[Your Email ID]

Date: [Current Date]