

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Lender Name]  
[Lender Address]  
[City, State, Zip Code]

RE: Fixed Rate Conversion Request for Account Number: [Your Account Number]

To Whom It May Concern,

I am writing to formally request a conversion of my current variable interest rate student loan to a fixed interest rate. According to my loan agreement, I understand that I am eligible to exercise this refinancing option.

Please provide me with the current fixed interest rates available for my account and any documentation required to finalize this conversion. I would also like to receive a new disclosure statement outlining the updated monthly payment amounts and the total interest I will pay over the remaining life of the loan under the fixed rate.

I wish for this conversion to take effect starting with my next billing cycle. Please confirm receipt of this request and notify me of the next steps via email at [Your Email Address].

Thank you for your assistance with this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]