

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

[Date]

[Lending Institution Name]
[Consolidation Department Address]
[City, State, Zip Code]

RE: Application for Student Loan Consolidation and Refinancing

To the Loan Processing Department,

I am writing to formally request the consolidation and refinancing of my multiple outstanding student loans into a single loan with your institution. My goal is to simplify my monthly payments and secure a more competitive interest rate.

I wish to include the following loans in this consolidation:

- Loan 1: [Lender Name] - [Account Number] - [Approximate Balance]
- Loan 2: [Lender Name] - [Account Number] - [Approximate Balance]
- Loan 3: [Lender Name] - [Account Number] - [Approximate Balance]

Enclosed with this letter, please find the required documentation, including my recent loan statements, proof of income, and the completed application form. I have chosen your institution due to your favorable refinancing terms and reputation for customer service.

Please review my application and notify me of the next steps in the process, including any additional information required to finalize the payoff of my current lenders.

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]