

**School Letterhead**

USA University  
University Blvd.  
Anywhere, USA 20000

Direct Loan Operations Team  
U.S. Dept. of Education  
7<sup>th</sup> and D St., SW  
ROB-3, Rm#5125  
Washington, D.C. 20202

Dear Sir:

Due to the Y2k failure at the LOC, I am requesting \$\_\_\_\_\_. These funds are to cover the disbursement rosters for [date range]. The funds are for academic year\_\_\_\_\_. Our school DUNS number is \_\_\_\_\_.

Sincerely,

**School Official signature**