

Your Name

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

Loan Department

Current Lender's Name

Lender's Address

City, State, Zip Code

Dear [Lender's Name or Loan Department],

I am writing to formally notify you of my intention to switch my current loan to another lender. My account number is [insert account number].

After careful consideration, I have decided to pursue better terms and conditions that better suit my financial needs. I appreciate the service I have received thus far, but I believe this decision is in my best interest.

Please confirm that you have received this notification and provide me with the necessary steps to ensure a smooth transition of my loan account.

Thank you for your attention to this matter.

Sincerely,

Your Name