

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Officer's Name]

[Bank/Lender's Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to request clarification regarding the loan extension policies of [Bank/Lender's Name]. As a current borrower, I would like to better understand the procedures, eligibility criteria, and any potential implications associated with extending my existing loan.

Specifically, I would appreciate information on the following points:

- The process for applying for a loan extension
- Any fees or additional interest rates associated with the extension
- The documentation required for the extension request
- Expected timeframes for processing the extension

Your assistance in this matter is greatly appreciated as it will help me make informed decisions regarding my financial commitments.

Thank you for your prompt attention to my inquiry. I look forward to your response.

Sincerely,

[Your Name]