

Loan Renewal Request

Date: [Insert Date]

To: [Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the renewal of my short-term loan originally taken on [Loan Date] with loan number [Loan Number]. As my current repayment period is approaching its end on [Repayment End Date], I would appreciate your guidance on the renewal process.

In preparation for the renewal, I am including the following essential documents:

- Completed Loan Renewal Application Form
- Proof of Income (Latest Paystubs or Bank Statements)
- Credit Report (if applicable)
- Updated Personal Identification

Please let me know if any additional information is required to expedite the renewal process. I am eager to continue my financial relationship with your institution and am committed to adhering to the terms of the renewed loan.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]