

Inquiry for Short-Term Loan Renewal Options

Your Name: [Your Name]

Your Address: [Your Address]

Your Email: [Your Email]

Your Phone Number: [Your Phone Number]

Date: [Date]

To: [Lender's Name]

[Lender's Address]

Dear [Lender's Name],

I hope this message finds you well. I am writing to inquire about the options available for the renewal of my short-term loan with reference number [Loan Reference Number]. My current loan is set to mature on [Maturity Date], and I would like to explore possibilities for extending the loan or any alternatives available to me.

Please let me know the terms and conditions associated with the renewal process, including any applicable rates or fees. Additionally, I would appreciate any information on the documents or requirements needed for this process.

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

Sincerely,

[Your Name]