

Letter of Justification for Short-Term Loan Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request a renewal of my short-term loan originally taken on [insert loan date], with loan number [insert loan number]. Due to [briefly explain reason for renewal, e.g., unforeseen circumstances, additional expenses], I am in need of additional time to fulfill the repayment terms.

Since taking out the loan, I have [mention any positive actions, such as making consistent payments, improving financial situation, etc.]. I am committed to ensuring that the loan is repaid in full and on time. A renewal would provide me the necessary flexibility to manage my financial responsibilities effectively.

I appreciate your consideration of my request. Should you require any additional information or documentation to support my application, please do not hesitate to let me know. I look forward to your favorable response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]