

Notification of Short-Term Loan Renewal Intention

Date: [Insert Date]

To: [Lender's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Subject: Intention to Renew Short-Term Loan

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally notify you of my intention to renew my short-term loan originally taken on [Original Loan Date], with the reference number [Loan Reference Number].

As the loan is nearing its maturity date on [Maturity Date], I would like to discuss the terms for renewal, including the interest rate, repayment schedule, and any other pertinent details.

Please let me know a convenient time for us to discuss this further. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]