

Loan Renewal Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Title]

[Lender's Company]

[Company Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request a renewal of my short-term loan with the reference number [Loan Reference Number]. The loan was originally taken out on [Original Loan Date] and is set to mature on [Original Maturity Date].

Due to [briefly explain reason for renewal request, e.g., unexpected expenses, ongoing projects, etc.], I would like to request an extension on the repayment period. I believe that renewing the loan will allow me to better manage my current financial obligations.

I am committed to fulfilling all repayment terms and conditions and would greatly appreciate your consideration of my request. Please let me know if there are any additional documents or information needed to process this request.

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

Sincerely,

[Your Name]