

Loan Renewal Confirmation 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 with account number [Insert Account Number], originally dated [Insert Original Loan Date].

Due to [briefly explain reason for renewal, e.g., ongoing financial needs, project continuation, etc.], I would like to extend the terms of my current loan. I kindly ask for your confirmation and any necessary documentation to facilitate this process.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]