

Loan Renewal Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the renewal of my variable-rate loan account #[Loan Account Number], which is set to mature on [Maturity Date].

Over the past [Loan Duration], I have made timely payments and maintained a good standing. As I evaluate my financial needs, I would appreciate the opportunity to discuss the terms of renewing this loan and any options available for continuation or modification.

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

Thank you for your attention to this request.

Sincerely,

[Your Name]