

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Loan Officer's Name]  
[Bank or Lender's Name]  
[Bank or Lender's Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Request for Home Equity Loan Refinance

I hope this letter finds you well. I am writing to formally request information regarding the refinancing of my home equity loan ([Loan Number]).

As a [current customer/borrower] with [Bank or Lender's Name], I am interested in refinancing to take advantage of lower interest rates and to improve my overall loan terms. My current loan has a balance of [Current Balance] and an interest rate of [Current Interest Rate], and I would like to explore options for refinancing.

Please provide me with details on the refinancing process, including the interest rates available, any applicable fees, and potential savings based on my current loan balance. Additionally, I would appreciate information about the required documentation and timeline for the refinancing process.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]