

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Subject: Loan Transfer Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my loan account, [Loan Account Number], from [Current Lender's Name] to [New Lender's Name].

Due to [reason for transfer, e.g., better interest rates, financial restructuring], I believe this transfer will be beneficial for all parties involved. I kindly ask for your assistance in facilitating this process.

Please find attached all necessary documentation related to the loan, including [list any attachments, e.g., loan statements, identification].

Thank you for considering my request. I look forward to your prompt response regarding the next steps in this process.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]