

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

[Bank Name]
[Loan Officer's Name (if known)]
[Bank Address]
[City, State, ZIP Code]

Subject: Renewal Request for Home Loan Account [Your Loan Account Number]

Dear [Loan Officer's Name/Loan Department],

I hope this message finds you well. I am writing to formally request the renewal of my home loan account with your bank, which is due for renewal on [Renewal Due Date].

Loan Account Details:

- Account Number: [Your Loan Account Number]
- Loan Amount: [Original Loan Amount]
- Current Balance: [Current Loan Balance]
- Maturity Date: [Current Maturity Date]

I would like to discuss my options for the renewal of the loan, including any adjustments to the interest rate, repayment terms, or other conditions.

Please let me know the necessary steps or documents required for the renewal process. I am looking forward to your prompt response to initiate this process smoothly.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Signature (if sending a hard copy)]