

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

[Bank/Lender's Name]
[Bank/Lender's Address]
[City, State, Zip Code]

Subject: Request for Loan Sanction Renewal

Dear [Loan Officer's Name or Loan Department],
I hope this letter finds you well.

I am writing to formally request the renewal of my Loan [Loan Account Number] which is set to expire on [Original Expiration Date]. Given my positive repayment history and changes in my financial circumstances, I believe that renewing my loan would be mutually beneficial.

Loan Details:

- Loan Amount: [Original Loan Amount]
- Current Outstanding Balance: [Current Balance]
- Loan Initiation Date: [Loan Start Date]
- Current Interest Rate: [Current Rate]

I kindly ask you to consider my request for an extension of the loan due to [briefly explain the reason, e.g., unforeseen expenses, investments, etc.].

I appreciate your attention to my request and look forward to your favorable response. Please feel free to contact me for any further information or documentation required.

Thank you for your consideration.

Sincerely,

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