

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

[Bank/Financial Institution Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Renewal of Personal Loan

Dear [Loan Officer's Name/Customer Service Team],

I hope this letter finds you well. I am writing to formally request the renewal of my personal loan with account number [Your Loan Account Number].

Due to [mention any reason if applicable, e.g., unforeseen circumstances, financial planning, etc.], I would like to discuss the possibility of renewing my loan.

Details of my current loan:

- Loan Amount: [Original Loan Amount]
- Current Outstanding Balance: [Outstanding Balance]
- Loan Start Date: [Original Start Date]
- Expected Renewal Term: [Desired Renewal Term]

I appreciate the services provided by [Bank/Financial Institution Name] and would be grateful for your assistance in this matter. Please let me know if you require any additional information or documentation to process my request.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]