

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

Subject: Loan Repayment Request

Dear [Loan Officer's Name/Bank Manager's Name],
I hope this letter finds you well. I am writing to formally request the details and process regarding the repayment of my loan, account number [Your Loan Account Number], which was issued on [Date of Loan Issuance]. Due to [mention any specific reason if applicable, e.g., financial difficulties, job loss], I would like to discuss possible options for repaying my loan. I would appreciate any assistance or guidance you can provide regarding [restructuring, extending payment terms, etc.]. Please let me know a convenient time for us to discuss this matter further. Thank you for your understanding and support.

Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Loan Account Number]