

[Date]

[Borrower Name]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

[Lender Name]  
[Department Name]  
[Address Line 1]  
[City, State, Zip Code]

**RE: Request for Conversion from Floating to Fixed Interest Rate**

**Loan Account Number: [Your Account Number]**

Dear [Contact Person Name or Loan Department],

I am writing to formally request a conversion of the interest rate on the above-referenced loan from a floating (variable) rate to a fixed rate.

According to the terms of my loan agreement dated [Original Loan Date], I understand that I have the option to exercise this conversion. I would like to lock in a fixed rate effective as of [Requested Effective Date].

Please provide me with the following information regarding this request:

- The specific fixed interest rate currently available for my account.
- Any conversion fees or administrative charges associated with this change.
- The updated monthly payment amount following the conversion.
- The revised amortization schedule.

Please send the necessary conversion documents and disclosures to my address listed above. I look forward to receiving your confirmation and the required paperwork to finalize this transition.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Phone Number]  
[Your Email Address]