

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

The Branch Manager
Axis Bank

[Branch Address]
[City, State, Zip Code]

Subject: Loan Closure Request

Dear Sir/Madam,

I am writing to formally request the closure of my loan account with your bank. Below are the details of my loan:

- Loan Account Number: [Your Loan Account Number]
- Type of Loan: [e.g., Personal Loan, Home Loan, etc.]
- Loan Amount: [Total Loan Amount]
- Date of Loan Disbursement: [Loan Disbursement Date]

I have completed all the necessary payments and would like to initiate the closure process at your earliest convenience. Please let me know if any additional documentation is required from my side to facilitate this process.

I kindly request you to send me a loan closure statement along with the necessary forms. Thank you for your prompt attention to this matter.

Sincerely,

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