

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

BDO Unibank, Inc.

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

Subject: Request for Loan Account Closure

Dear [Branch Manager's Name],

I hope this letter finds you well.

I am writing to formally request the closure of my loan account with BDO, bearing the account number [Your Loan Account Number].

As of [Date], I have settled all outstanding dues related to the loan, and I would appreciate your assistance in processing the closure at your earliest convenience.

Please confirm the closure of my loan account and provide me with any necessary documentation or final statements pertaining to this request.

Thank you for your prompt attention to this matter. Should you need any additional information from my side, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]