

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

[Bank's Name]  
[Bank's Address]  
[City, State, ZIP Code]

Subject: Loan Clearance Request

Dear [Loan Officer's Name or Bank Manager],

I hope this letter finds you well. I am writing to formally request the clearance of my loan account with [Bank's Name] for the loan reference number [Loan Reference Number].

I have successfully completed all the payments as per the loan agreement, and I kindly ask for an official clearance statement to confirm that my loan has been fully settled.

Please find enclosed the necessary documents, including payment receipts and identification. I would appreciate your prompt response to this request, as it is essential for my records.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]