

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

Subject: Request for Loan Settlement

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to formally request the settlement of my loan account #[Loan Account Number] with BDO Bank.

Due to [brief explanation of your circumstances, e.g., financial difficulties, unforeseen events], I am seeking to settle my outstanding loan balance. I believe that settling this loan will be beneficial for both parties involved.

I kindly request a detailed breakdown of the total amount necessary to settle the loan, as well as the process I need to follow to complete this transaction. I appreciate your assistance and understanding regarding my situation and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]