

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

[Financial Institution's Name]  
[Institution's Address]  
[City, State, ZIP Code]

Subject: Request for Loan Discharge

Dear [Loan Officer's Name/Title],

I hope this letter finds you well. I am writing to formally request the discharge of my [type of loan, e.g., personal loan, auto loan, etc.], account number [your account number], which is held at your institution. Due to [brief explanation of your situation, e.g., financial hardship, disability, etc.], I am unable to fulfill my repayment obligations. I have attached the necessary documentation to support my request, including [list any supporting documents, e.g., medical records, income statements, etc.].

I kindly ask for your understanding and consideration in this matter. I appreciate your attention to my situation and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Signature (if sending a hard copy)]  
[Attachments: List of documents]