

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

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

Subject: No Objection Certificate for Loan Closure

Dear [Bank Manager's Name],

I, [Your Name], holding a loan account number [Your Loan Account Number] with [Bank Name] request the issuance of a No Objection Certificate (NOC) upon the closure of my loan.

I have successfully cleared all the dues associated with this loan on [Date of Loan Closure]. I would appreciate it if you could process my request for the NOC at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]