

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Bank/Financial Institution Name]
[Bank Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Request for Loan Condition Removal

I hope this message finds you well. I am writing to formally request the removal of specific conditions associated with my loan application, referenced as [Loan Reference Number].

Upon review of my application and the conditions outlined in your previous correspondence, I have taken the necessary steps to fulfill the requirements as stipulated. [Briefly detail any actions you have taken to meet the conditions, e.g., providing additional documentation, completing required tasks, etc.].

Given that these conditions have now been satisfied, I kindly ask for your consideration in removing them from my loan agreement. This adjustment will greatly assist me in proceeding with my financial plans as intended.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]