

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

Dear [Recipient's Name],

Subject: Loan Clearance Request

I hope this message finds you well. I am writing to formally request clearance of my loan account, [Loan Account Number], which I believe has been fully paid off as of [date of final payment].

I kindly ask you to provide me with a loan clearance certificate confirming that all obligations associated with the loan have been fulfilled. This document is essential for my records and may also be required for future financial dealings.

If there are any further steps I need to take or additional information you require, please let me know. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]