

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

[Recipient Name]  
[Recipient Title]  
[Bank/Financial Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Subject: Request for Loan Clearance

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request the clearance of my loan with [Loan Account Number] obtained on [Loan Date]. As per the terms of the loan agreement, I have made all necessary payments and have fulfilled my obligations. I would appreciate it if you could provide me with a loan clearance certificate confirming the loan has been satisfactorily settled.

Please let me know if you require any additional information or documents to process this request.

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)]