

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

[Loan Officer's Name]  
[Bank/Company Name]  
[Bank/Company Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Termination of Loan Agreement

I am writing to formally request the termination of my loan agreement with [Bank/Company Name] for loan account number [Your Loan Account Number], effective [Desired Termination Date].

Due to [briefly explain reason, e.g., completion of payment, change in financial circumstances], I believe it is in my best interest to terminate the loan at this time.

Please provide me with confirmation of the termination along with any final statements or documents required to complete this process. Should there be any outstanding balances or additional steps needed from my side, please inform me promptly.

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

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]