

[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]

Subject: Loan Termination Request

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the termination of my loan agreement with [Loan Account Number], which was issued on [Loan Issuance Date].

I have reviewed the terms and conditions of my loan, and after careful consideration, I have decided to terminate the agreement as of [Desired Termination Date]. [Optional: Reason for termination, if desired].

Please provide me with any necessary documentation to confirm the termination of the loan and any outstanding obligations I must fulfill. I request a final statement for my records.

Thank you for your attention to this matter. I appreciate your cooperation and support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]