

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

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

Subject: Request for Closure of Personal Loan Account

Dear [Manager's Name/Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request the closure of my personal loan account with your institution. Below are the details of my loan account:

- Loan Account Number: [Your Loan Account Number]
- Loan Amount: [Original Loan Amount]
- Date of Loan Disbursement: [Loan Disbursement Date]

I have repaid the loan amount in full as per the repayment schedule, and I kindly request you to process the closure of my loan account at your earliest convenience. Please let me know if there are any additional formalities or documents required from my side to complete this process. I would appreciate receiving a confirmation of the account closure and a statement reflecting the closure for my records.

Thank you for your attention to this matter.

Sincerely,

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