

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

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

Subject: Request for Prepayment of PPF Loan

Dear [Loan Officer's Name/Customer Service],

I hope this letter finds you well. I am writing to formally request the prepayment of my PPF loan account, details of which are as follows:

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

I would like to proceed with the full prepayment of this loan as of [desired prepayment date]. Please provide me with the necessary documentation or any required procedures to facilitate this process. Additionally, I would appreciate any information regarding any applicable fees or penalties associated with the prepayment.

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

Sincerely,

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