

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

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

Subject: Application for Loan Discharge

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the discharge of my loan account with [Bank/Financial Institution Name], which was taken out on [Loan Origination Date] with an account number [Loan Account Number].

Due to [briefly explain your situation, e.g., financial hardship, medical issues, etc.], I am unable to continue making payments on this loan. I have explored various options and believe that having my loan discharged would be in the best interest of both parties involved.

Enclosed are the relevant documents that support my request, including [list any documents you are attaching, e.g., income statements, medical records, etc.].

I appreciate your understanding and consideration of my application. Please let me know if you require any additional information or documentation to process my request. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

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