

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

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

Subject: Loan Closure Request for Loan Account Number [Your Loan Account Number]

Dear [Loan Officer's Name or Customer Service Department],
I hope this letter finds you well. I am writing to formally request the closure of my loan account with [Bank/Financial Institution Name], specifically the loan referenced above.

Loan Details:

- Borrower's Name: [Your Name]
- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Type of Loan, e.g., Home Loan, Personal Loan, etc.]
- Original Loan Amount: [Original Amount]
- Date of Loan Disbursement: [Date]

I have fulfilled all my obligations under the loan agreement, and as of today, [Date], I have made the final payment. Please consider this letter as my formal request for a closure of the loan account.

Additionally, I request a confirmation of the loan closure along with any necessary documentation, such as a No Objection Certificate (NOC) or loan closure statement, indicating that the loan has been paid in full and closed.

Thank you for your prompt attention to this matter. I look forward to your confirmation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position (if applicable)]