

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

[Bank/Lender's Name]
[Bank/Lender's Address]
[City, State, Zip Code]

Subject: Request for Loan Closure

Dear [Lender's Name or Loan Officer],

I hope this message finds you well. I am writing to formally request the closure of my loan account with the details below:

- Loan Account Number: [Your Loan Number]
- Loan Type: [Type of Loan]

Please confirm the outstanding balance and the required steps for closure. Additionally, I would appreciate a final statement indicating the closure of the loan upon completion.

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

Sincerely,
[Your Name]