

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

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

Subject: Loan Closure Confirmation for Loan Account #[Loan Account Number]

Dear [Loan Officer's Name],
I hope this letter finds you well.

I am writing to formally request the closure of my loan account #[Loan Account Number], which I have successfully paid off in full as of [Date of Final Payment]. I would like to confirm the details regarding the closure of my loan account.

****Loan Account Details:****

- ****Loan Account Number:**** [Loan Account Number]
- ****Loan Type:**** [Type of Loan]
- ****Date of Loan Closure:**** [Date]
- ****Final Payment Amount:**** [Amount Paid]

I kindly request that you send me written confirmation of the loan closure, along with any relevant documentation stating that the loan is paid in full and any associated fees or charges have been settled. Please let me know if any additional steps are required from my side to complete this process. I appreciate your assistance and prompt attention to this matter.

Thank you for your support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]