

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

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

Subject: Request for Loan Closure

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request the closure of my loan account with [Bank/Financial Institution Name]. Below are the details of my loan:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [e.g., Home Loan, Personal Loan]
- Original Loan Amount: [Original Amount]
- Remaining Balance: [Remaining Balance]

I have ensured that all dues and payments are up to date, and I would appreciate your assistance in processing the closure of my loan account. Please let me know if there are any documents or forms I need to fill out to facilitate this process.

Thank you for your prompt attention to this matter. I look forward to your confirmation of the loan closure.

Sincerely,

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