

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

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

Dear [Recipient Name],

Subject: Request for Loan Closure

I hope this letter finds you well. I am writing to formally request the closure of my loan account with [Bank/Financial Institution Name], associated with the loan number [Loan Number].

As of [Date], I have completed all necessary payments and wish to confirm that my loan has been fully repaid. I kindly ask you to provide written confirmation of the loan closure and any pertinent documents indicating the loan is settled.

Please let me know if there are any additional steps I need to take or if there are any outstanding fees to be addressed.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]