

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Subject: Request for Loan Closure

Dear [Loan Officer's Name or "To Whom It May Concern"],

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: [Personal Loan/Home Loan/Car Loan, etc.]
- Loan Amount: [Original Loan Amount]
- Date of Loan Disbursement: [Date]

I have completed all necessary repayments as per the terms of the loan agreement and would like to proceed with the loan closure process. Please provide me with the required documentation for the closure and any additional steps I need to take.

Additionally, I would appreciate it if you could confirm that my loan has been paid in full and provide a No Objection Certificate (NOC) for my records.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]