

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

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Loan Closure

Dear [Bank Manager's Name],

I hope this letter finds you well.

I am writing to formally request the closure of my loan account with [Bank Name]. The details of the loan are as follows:

- Loan Account Number: [Your Loan Account Number]
- Type of Loan: [Personal Loan/Home Loan/Auto Loan, etc.]
- Loan Amount: [Original Loan Amount]

I have made all the necessary payments till date, and I believe that the outstanding balance is now cleared. Kindly provide me with a statement confirming that the loan has been closed and that there are no remaining dues.

Please let me know if there are any further steps I need to complete for the closure process.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]