

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

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

Subject: Loan Closure Acknowledgement

Dear [Loan Officer's Name/Branch Manager's Name],

I am writing to formally acknowledge the closure of my loan account with [Bank/Financial Institution Name] under the loan number [Loan Number].

I appreciate the prompt and professional service provided throughout the duration of the loan term. As of [Closure Date], my loan has been paid in full, and I kindly request that you provide a written confirmation of the loan closure for my records.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]