

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Lender's Name]
[Lender's Address]
[City, State, Zip Code]
Subject: Loan Closure Confirmation
Dear [Lender's Name],
I hope this message finds you well.
I am writing to formally confirm the closure of my loan account with
[Lender's Institution], bearing the loan number [Loan Number].
Details of the Loan Closure:
- Loan Amount: [Original Loan Amount]
- Date of Closure: [Date of Closure]
- Final Payment Amount: [Final Payment Amount]
I would appreciate it if you could provide a formal confirmation of the
loan closure and ensure that my account reflects this change.
Thank you for your assistance.
Sincerely,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Account Number (if applicable)]