

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

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

Subject: Loan Closure Declaration

Dear [Loan Officer's Name],

I am writing to formally declare the closure of my loan account with your institution. Below are the details of my loan for your reference:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Type of Loan]
- Date of Loan Closure: [Date]

I would like to confirm that I have cleared all the outstanding dues and that there are no remaining obligations associated with the loan. Please provide a closure statement and a no-objection certificate at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]