

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

[Bank's Name]
[Branch Address]
[City, State, Zip Code]

Subject: Loan Closure Request

Dear [Loan Officer's Name or Customer Service],
I hope this letter finds you well. I am writing to formally request the closure of my loan account with your bank. Below are the details of my loan:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Personal/Home/Auto/etc.]
- Date of Loan Disbursement: [Loan Disbursement Date]
- Total Amount Paid: [Total Amount Paid]

I have ensured that all due payments have been made, and I request a clearance certificate confirming the closure of my loan account. Please let me know if any additional information or documents are required from my side to process this request.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]