

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

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

Subject: Loan Closure Notification

Dear [Loan Officer's Name or Customer Service Department],  
I hope this letter finds you well.

I am writing to formally notify you of my intention to close my loan account with [Bank/Financial Institution Name]. The details of the loan are as follows:

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

As per our agreement, I have completed all the necessary payments, and I would like to request a formal closure of my loan account. Please provide me with written confirmation of the loan closure, along with any relevant statements or documents pertaining to the closure process.

Thank you for your assistance in this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]