

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

[Recipient's Name]
[Recipient's Title]
[Bank/Loan Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Loan Closure Request

Dear [Recipient's Name],

1. ****Introduction****

- Purpose of the letter
- Mention the loan account number

2. ****Details of the Loan****

- Loan type (e.g., personal, home, auto)
- Date of loan approval
- Amount of loan taken

3. ****Request for Closure****

- Express intent to close the loan
- State any outstanding balance if applicable

4. ****Required Documentation****

- List documents you are providing (e.g., payment proof, identification)
- Request any additional documents needed for closure

5. ****Follow-up Actions****

- Request confirmation of closure
- Ask for any final statements or documents

6. ****Closing Statement****

- Appreciation for their assistance
- Contact information for further communication

Sincerely,

[Your Name]