

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Loan Officer's Name]  
[Bank/Financial Institution Name]  
[Bank Address]  
[City, State, Zip Code]

Dear [Loan Officer's Name],  
Subject: Request for Loan Closure

I hope this letter finds you well. I am writing to formally request the closure of my loan account with [Bank/Financial Institution Name]. Below are the relevant details for your reference:

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

I have successfully completed all necessary payments and would like to obtain a loan closure statement confirming that my loan is fully paid off. Please let me know if there are any additional steps I need to take or documentation I need to provide to facilitate this process.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,  
[Your Name]