

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

Dear [Recipient Name],

Subject: Loan Closure Notification

I hope this message finds you well.

We are writing to formally confirm the closure of your loan account with [Lender/Bank Name]. The loan with account number [Loan Account Number] has been successfully paid off as of [Closure Date].

Please find attached the final settlement statement and relevant documentation for your records.

Thank you for choosing [Lender/Bank Name] for your financing needs. Should you have any further inquiries or require assistance in the future, please do not hesitate to reach out.

Best regards,

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