

[Your Company Letterhead]

[Date]

[Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Subject: Loan Closure Notification

Dear [Borrower's Name],

We are pleased to inform you that your loan with [Loan Account Number/Reference] has been successfully closed as of [Closure Date].

Details of the loan closure are as follows:

- Loan Amount: [Original Loan Amount]
- Closure Date: [Closure Date]
- Final Payment Amount: [Final Payment Amount]
- Remaining Balance: \$0.00

We appreciate your timely payments throughout the loan term and thank you for choosing [Your Company Name]. Should you need any further assistance or have queries regarding future transactions, feel free to contact us at [Customer Service Phone Number] or [Customer Service Email].

Thank you once again for your trust in us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Contact Information]