

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

[Loan Institution Name]
[Institution Address]
[City, State, Zip Code]

Subject: Intent to Close Loan Account

Dear [Loan Officer's Name or Customer Service Department],
I hope this message finds you well. I am writing to formally express my intent to close my loan account with [Loan Institution Name], associated with account number [Account Number].

As per my records, the loan has reached its closure requirements, and I would like to initiate the process of closing the account. Please let me know if there are any additional steps I need to complete or any forms that require my signature.

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]