

# Personal Loan Settlement Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Loan Provider's Name]

[Loan Provider's Address]

[City, State, Zip Code]

Dear [Loan Provider's Contact Name],

I hope this message finds you well. I am writing to follow up on my request regarding the settlement of my personal loan with account number [Insert Account Number]. On [Insert Date of Initial Request], I submitted my proposal for settling my loan, and I wanted to check on the status of that request.

As I indicated earlier, my intention is to settle this matter amicably and promptly. I would appreciate any updates you can provide or if additional documentation is required from my side.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]