

Personal Loan Settlement Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Personal Loan Settlement and Release

Dear [Bank Manager's Name],

I hope this letter finds you well. I am writing to request a settlement for my personal loan account [Account Number] with [Bank Name]. Due to unforeseen circumstances, I am unable to continue making regular payments and would like to propose a settlement amount of [Proposed Settlement Amount].

I kindly ask for your consideration in this matter. Upon approval of the settlement, I am requesting the bank to release me from any further obligations associated with the loan.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature]

[Your Printed Name]