

# Debt Account Closure Request for Mortgages

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the closure of my mortgage account, account number [Your Account Number]. As of [Date of Payment], I have paid off my mortgage in full. I would appreciate your assistance in closing my account and providing me with written confirmation of the closure.

Please send any necessary documentation to my address listed above or via email at [Your Email]. If any additional information is required, do not hesitate to contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]