

Debt Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To Whom It May Concern,

I am writing to formally request the closure of my payday loan account with [Lender's Name].
My account number is [Account Number].

As of [insert date], I have completed all necessary payments associated with this loan and would like to ensure that my account is closed in good standing.

Please send me a confirmation of the account closure and any relevant documents indicating that my balance is zero and that my account has been closed.

Thank you for your assistance in this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]