

Debt Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[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 personal loan account with [Lender's Name]. My account number is [Account Number]. I have successfully paid off the balance as of [Date of Final Payment].

Please confirm the closure of my account and send me a written confirmation acknowledging the closure. If there are any further steps I need to take to finalize this process, please let me know.

Thank you for your attention to this matter.

Sincerely,

[Your Name]