Debt Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the closure of my debt account associated with my small business loan, account number [Account Number]. I have settled the outstanding balance as of [Settlement Date] and would like to ensure that all records related to this account are updated accordingly.

Please send me a confirmation of the account closure at your earliest convenience. If there are any additional steps I need to complete, kindly let me know.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]