

# Debt Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Loan Provider's Name]

[Loan Provider's Address]

[City, State, Zip Code]

Subject: Request for Closure of Student Loan Account

Dear [Loan Provider's Name],

I hope this message finds you well. I am writing to formally request the closure of my student loan account with the account number [Insert Account Number].

As of [Insert Date], I have successfully completed my payment obligations, and I would like to ensure that my account is closed in your records. Please let me know if any further information or documentation is required from my end to process this request.

Thank you for your attention to this matter. I look forward to your prompt confirmation of the account closure.

Sincerely,

[Your Name]