

Loan Account Closure Request

Date: **[Insert Date]**

To,

Loan Department,
[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Closure of Loan Account

Dear [Loan Officer's Name],

I am writing to formally request the closure of my loan account with your institution. Below are the details of my loan account:

Account Holder's Name: [Your Name]
Loan Account Number: [Account Number]
Loan Type: [Type of Loan]

I have successfully paid off the loan amount as per the terms agreed upon in the loan agreement. I request that you initiate the account closure process and provide me with confirmation once it has been completed.

Thank you for your assistance. Please let me know if you require any further information or documentation to process this request.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]