

Loan Closure Confirmation

Date: [Insert Date]

[Your Name]

[Your 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 confirm the closure of my installment loan account (Account Number: [Insert Account Number]) as of [Insert Closure Date]. I am pleased to inform you that all payments have been completed, and the loan is now fully paid off.

Please send me a written confirmation acknowledging the closure of my account and the completion of the loan payments at your earliest convenience.

Thank you for your assistance throughout this loan process.

Sincerely,

[Your Signature]

[Your Printed Name]