

Demand for Prompt Loan Closure

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

[Lender's Name]
[Lender's Address]
[City, State, Zip Code]

Subject: Demand for Prompt Loan Closure

Dear [Lender's Name],

I hope this letter finds you well. I am writing to formally request the closure of my loan account (Account Number: [Your Account Number]) with your institution, as I have fulfilled all obligations related to this loan.

As per our previous communications, I have made the final payment on [Date of Final Payment] and have received confirmation that my loan balance is cleared. I kindly ask that you proceed with the closure of this loan account at your earliest convenience.

If there are any remaining formalities or documents required from my end, please let me know. I would appreciate a written confirmation once the loan account is officially closed.

Thank you for your prompt attention to this matter. I look forward to your immediate response.

Sincerely,

[Your Name]