

Early Loan Settlement Notice

Date: [Insert Date]

To,

[Borrower Name]

[Borrower Address]

[City, State, Zip Code]

Dear [Borrower Name],

We are writing to inform you about the early settlement of your loan with us, account number [Insert Account Number]. We appreciate your decision to settle the loan ahead of schedule.

Your total outstanding amount as of the date of this notice is [Insert Amount]. Upon receipt of this amount, your loan will be considered paid in full, and you will be relieved from any further obligations related to the loan.

Please remit the payment by [Insert Due Date] to finalize the early settlement. If you have any questions or need assistance, feel free to contact us at [Insert Contact Information].

Thank you for choosing [Your Company Name]. We value your trust and look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Contact Information]