

Loan Settlement Acknowledgement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Recipient's Name]

[Bank/Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Acknowledgement of Loan Settlement

We hereby acknowledge the settlement of the loan account number [Insert Loan Account Number] that was previously held with [Bank/Company Name]. As per our records, the settlement amount of [Insert Amount] has been received on [Insert Date of Payment].

This letter serves as confirmation that the loan has been settled in full and that no further payments are required from your side. You are released from all obligations related to this loan.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]