

# Loan Closure Verification

Date: [Insert Date]

To,

[Loan Officer's Name]

[Bank/Financial Institution Name]

[Bank/Financial Institution Address]

Subject: Verification of Prior Loan Closure

Dear [Loan Officer's Name],

I am writing to formally request verification regarding the closure of my loan account with [Bank/Financial Institution Name]. Below are the details of the loan:

**Loan Account Number:** [Insert Account Number]

**Loan Type:** [Insert Loan Type]

**Closure Date:** [Insert Closure Date]

Please confirm the closure of the aforementioned loan and provide documentation or an official statement verifying the account is settled. This information is needed for my records and may be necessary for future financial transactions.

Thank you for your assistance regarding this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]