

Loan Closure Request

To,
The Manager,
[Bank Name],
[Branch Address],
[City, State, ZIP Code]

Date: [Date]

Subject: Request for Loan Closure

Dear [Manager's Name],

I am writing to formally request the closure of my loan account with [Bank Name]. The details of my loan account are as follows:

- Loan Account Number: [Loan Account Number]
- Loan Type: [Type of Loan]
- Borrower's Name: [Your Name]

All outstanding dues have been cleared as of [Dues Clearance Date], and I request you to initiate the closure process for my loan account. Please confirm the closure and provide me with any necessary documentation for my records.

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

Sincerely,
[Your Name]
[Your Address]
[City, State, ZIP Code]
[Your Contact Number]
[Your Email Address]