

Loan Account Closure Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the closure of my loan account with the account number [Insert Account Number]. I have settled all outstanding payments and would like to proceed with the closure.

Please confirm the closure of my loan account and provide me with a confirmation letter for my records.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]