

# Loan Account Satisfaction Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Company]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally confirm the satisfaction of my loan account with your institution.

Loan Account Number: [Insert Loan Account Number]

Loan Amount: [Insert Loan Amount]

Loan Settlement Date: [Insert Settlement Date]

As of the above-mentioned settlement date, I confirm that all obligations related to this loan have been fulfilled, and the account is now considered paid in full. I request that you provide me with a formal statement confirming the closure of this loan account.

Thank you for your assistance in this matter. Please feel free to contact me if you require any further information.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]