

Early Loan Repayment Notification

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally notify you of my intention to make an early repayment on my loan account [Insert Loan Account Number]. I have decided to repay the remaining balance of [Insert Amount] ahead of the scheduled due date.

Please let me know the exact amount required to settle my loan in full, including any applicable fees or adjustments. I would appreciate your prompt response so that I can proceed with the payment at the earliest convenience.

Thank you for your assistance in this matter. I look forward to your reply.

Sincerely,

[Your Name]