

# Completion of Bank Loan Obligations

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],

Subject: Completion of Loan Obligations

I am writing to formally inform you that I have successfully completed all obligations regarding the loan account number [insert account number] taken on [insert loan date]. As of [insert completion date], the total amount owed has been paid in full.

I kindly request a loan closure certificate to confirm the completion of the loan and to maintain proper records. Please let me know if any additional information or forms are required from my side.

Thank you for your support throughout the duration of this loan. I appreciate your assistance and professionalism.

Sincerely,

[Your Name]