

Detailed Official Loan Cancellation Letter Template

Subject: Official Request for Loan Account Closure “ [Loan Account Number]

Dear [Bank/Financial Institution Name],

I am writing to formally request the cancellation and closure of my loan account [Loan Account Number], taken on [Date].

Please find attached all relevant documents, including:

- Copy of loan agreement
- Identity proof
- Any pending repayment receipts (if applicable)

I request you to update your records, close the account, and provide a written confirmation of cancellation. Your prompt action will be highly appreciated.

Sincerely,

[Your Name]

[Address]

[Contact Information]

[Date]

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