

Serious Loan Closure Balance Confirmation Template

Subject: Final Settlement and Closing Balance Confirmation - Loan Account

Dear Sir/Madam,

I am writing to request a formal confirmation letter regarding the final settlement of my loan account with your bank.

Loan Account Details:

- Borrower Name: [Full Name]
- Loan Account Number: [Loan Account Number]
- Loan Type: [Personal/Home/Car/Business Loan]
- Original Loan Amount: [Amount]
- Final Payment Date: [DD/MM/YYYY]
- Settlement Amount Paid: [Final Amount]

I have successfully completed all payments as per the loan agreement and request a "No Due Certificate" or "Loan Closure Letter" confirming that:

1. The loan has been fully settled
2. No outstanding dues remain
3. All collateral/security documents will be released
4. The account is permanently closed

This confirmation is essential for my financial records and future loan applications. Please ensure the letter mentions that I have been a regular payer and maintained a good credit relationship with the bank.

I request you to prepare this document on official letterhead with proper authorization. Please contact me at [phone number] when the letter is ready for collection.

Thank you for your cooperation throughout the loan tenure.

Respectfully yours,

[Your Full Name]

[Your Signature]

[Date]

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