To Place:

The Manager, Date:

State Bank of India,

Bank Address.

Sub: Request to close home loan.

Dear Sir/Madam,

I,\_\_\_\_\_\_\_\_\_\_(your name) have taken a home loan from your bank bearing loan account number \_\_\_\_\_\_\_\_\_\_\_(Your loan account number). I have cleared all my home loan EMI dues as of this month i.e. \_\_\_\_\_\_\_\_\_\_(mention last paid EMI month, year).

Hence here I would like to request you to kindly close my home loan and please guide me about the further process if any.

Thanking you.

Yours  Sincerely,

Your name.