To Place:

The Manager, Date:

State Bank of India,

Bank Address.

Sub: Home loan closing request.

Dear Sir/Madam,

With due respect I am\_\_\_\_\_\_\_\_\_\_\_(your name), writing this request letter to close my home loan bearing account no. \_\_\_\_\_\_\_\_\_\_\_\_\_\_(loan a/c number).

I have cleared my outstanding loan due online, and please find the enclosed loan payment receipt enclosed with this letter.

Here I am requesting you to kindly close my home loan and issue all the necessary documents.

Thanking you.

Yours  Sincerely,

Your name.