To  
The Branch Manager,  
Bank name,  
Address.

Form  
Your name,  
Address.

Sub: Vehicle loan closure letter format.

Dear Sir/Madam,

With due respect, I request you to close my vehicle loan under a/c no \_\_\_\_\_\_\_\_\_, which I have taken to purchase my bike/car of registration no. \_\_\_\_\_\_ .

I want to close the loan because I have cleared all the EMIs/ paid full amount/ loan tenure has completed/ other reasons. Kindly let me know the further steps to close my vehicle loan.

Thanking you.

Regards,  
Your name.  
Mobile no.