To  
Branch Manager,  
Bank Name,   
Bank Address.

Sub: Home loan closure application.

I, **[your name]** writing this request letter to close my home loan bearing loan account number **[321XXXX1234].**

I have paid all my pending home loan amount and please find the copies of bill receipts enclosed with this letter.

Therefore kindly close my home loan and issue me the no due certificate and other required documents.

Thanking you.

Yours sincerely,  
Your name.