**To** Date:  
The Branch Manager,   
Bank name,  
Address.

Sub: Request for home loan foreclosure.

Dear Sir/Madam,

We **[husband name]** & **[wife name]**, husband and wife respectively have joint home loan account in your bank under loan a/c no. \_\_\_\_\_\_\_\_\_\_\_\_\_.

Now we want to foreclose our home loan, and we paid the outstanding loan amount of \_\_\_\_\_\_\_ Rs by cheque bearing cheque no. \_\_\_\_\_\_\_\_\_\_\_\_\_ dated \_\_\_\_\_\_. [cheque date].

We are aware of the loan foreclosure charges.

Therefore we hereby request you to kindly close your home loan and issue us all the required documents.

Thanking you.

Sincerely,   
Borrower name & signature,   
Co-borrower name & signature.