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

Sub:  Home Loan foreclosure request.

Dear Sir/Madam,

I **[your name]** currently have a home loan in your bank, bearing loan account number **[loan a/c number].** Now I want to foreclose that loan.

I have cleared all the outstanding loan amount of **Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_** through net banking on **[date]**, please find the payment receipt enclosed with this letter.

I am aware of the applicable loan foreclose charges.

Therefore please close my home loan and issue all the required documents.

Regards,   
Your name.