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

**From**  
Your name,  
Address.

**Sub: Personal loan closure application.**

Dear Sir/Madam,

I am writing this letter to request you close my personal loan bearing account no. \_\_\_\_\_\_\_ because I have paid **(all the EMIs / paid full loan amount / loan tenure has completed / other reason)**.

Please find all the required documents enclosed with this letter such as the loan sanction letter, my KYC documents like Aadhar & PAN copies.

I permit you to deduct the loan closure charges if applicable.

Thanking you.

Sincerely,  
Your name.