

loan closure letter

Date: ____ / ____ / ____

Institution name: _____

Postal address: _____

» Dear Sir/Madam,

RE: Loan account name: _____

Loan account number: _____

I have recently made a final payment of \$ _____ via Electronic Fund Transfer.

Please accept this authority to close the facility effective immediately.

Thanking you in anticipation.

Signature: _____ Name: _____ Date: ____ / ____ / ____

Signature: _____ Name: _____ Date: ____ / ____ / ____