

--- Email 1 ---

From: client@business.com

To: bank@service.com

Subject: Request for Loan Account Closure - Loan ID: 123456789

Date: Wed, 26 Mar 2025 05:30:29 +0000

Dear Banking Team,

I am writing to formally request the closure of my loan account with Loan ID: 123456789.

Please let me know the required procedures and any outstanding balances that need to be settled before processing the closure.

Additionally, I would like to understand if any reallocation fees are applicable as part of this closure.

Looking forward to your response.

Best Regards,

John Doe

--- Email 2 ---

From: bank@service.com

To: client@business.com

Subject: Re: Request for Loan Account Closure - Loan ID: 123456789

Date: Wed, 26 Mar 2025 05:35:29 +0000

Dear John Doe,

Thank you for reaching out regarding the closure of your loan account.

To proceed with the closure of Loan ID: 123456789, please ensure that all outstanding dues are cleared.

Additionally, a reallocation fee of \$200 applies as part of this closure.

Please confirm if you would like us to proceed with the closure after reviewing the final balance.

Best Regards,

Loan Servicing Team

Banking Operations

--- Email 3 ---

From: client@business.com

To: bank@service.com

Subject: Re: Request for Loan Account Closure - Loan ID: 123456789

Date: Wed, 26 Mar 2025 05:40:29 +0000

Dear Loan Servicing Team,

I appreciate your prompt response and the details provided.

I confirm that I am proceeding with the closure of Loan ID: 123456789. Kindly process it accordingly and share a final confirmation once completed.

Best Regards,

