

From: John.Doe@bankingservices.com

To: loanprocessing@bank.com

Subject: Request for Loan Account Closure

Dear Loan Processing Team,

I am writing to formally request the closure of my loan account with the following details:

Loan ID: LN-12345678

Account Number: 87654321

Closure Reason: Loan fully paid

Final Balance: \$0.00

Please confirm if any additional documentation is required for processing. I would appreciate an update on the expected timeline for closure.

Best regards,

John Doe