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Loan Account No.....

This is to inform you that I wish to settle the above Personal Loan taken from your bank. Please be kind enough to debit my Savings/Current Account No..... for the amount outstanding together with any interest and charges if applicable.

I also request you to send me a letter confirming the full recovery of the above loan giving full details.

Your early attention in this regard is highly appreciated.

Thanking You.

Yours Faithfully,

.....
(Signature of the Borrower)

Name.....