

Date : _____

To:
The Secretary,
The Accountant General's Office Employees' Co-Operative Bank Limited,
Bangalore – 560001.

Madam,

Subject: - Closing of Loan Account

Referring to the subject mentioned above, I had availed _____ loan from esteemed Bank. I request you to kindly close the account by debiting my Savings Bank Account bearing number _____.

I also request you to kindly issue clearance certificate for the closed loan account and return me the documents that I had deposited with the bank at the time of availing the loan (Only case of Vehicle and Housing Loans)

Kindly do the needful and oblige,

Thanking you,

Yours faithfully,

Signature _____

Name _____