

To,

The Branch Manager

Bank name...

Branch address...

Subject: Request for Loan Settlement – [Loan Account Number]

Dear Sir/Madam,

I am writing to formally request a one-time settlement for my loan account [Loan Account Number] with your bank. Due to unavoidable financial hardships, I have been unable to maintain regular EMI payments.

I kindly request you to consider my case under your bank's settlement or compromise scheme. I am willing to pay a mutually agreed lump sum amount and close the account permanently. Please share the proposed settlement amount, and I am ready to provide the necessary undertaking or documentation required by the bank.

I would also request that, upon settlement, a No Objection Certificate (NOC) be issued and the account be updated with CIBIL and other credit bureaus to reflect the closure.

Looking forward to your kind cooperation.

Thanking you,

Sincerely,

Your Full Name

Contact Number (Registered with bank)

Registered Email address