

Personal Loan Paid in Full Letter

[Name of Borrower]
[Address of Borrower]
[City, State, Zip Code]

[Date]

[Name of Lender]
[Address of Lender]
[City, State, Zip Code]

RE: Personal Loan Paid in Full

Dear Name of Lender:

This letter is to acknowledge receipt of the final payment on my personal loan in the amount of [Amount]. This payment was made on [Date], and according to our loan agreement, the loan should be paid in full on or before [Date].

I am enclosing a copy of this letter, signed by you, as confirmation that the loan has been paid in full and that all obligations under the agreement have been met. Thank you for your assistance in completing this repayment. If you have any questions, please do not hesitate to contact me at [Phone Number].

Thank you again.

Sincerely,

[Signature of Borrower]
[Printed Name of Borrower]
[List of Enclosures]
[Check for Amount]

[Signature of Lender]
[Printed Name of Lender with date]