

To,

The Manager,

{Name of the bank}

{Branch name}

{City/ district name}

Subject: Delay in The Clearance of Loan.

Sir/ Madam,

I am an account holder in your bank with my saving/ current number _____ (your account number). I had applied for (type of loan) loan in your esteemed bank on (dd/mm/yr) and got approved on (dd/mm/yr).

I have paid all the installments and cleared the loan by (dd/mm/yr). And I don't have any dues to pay back to the bank as of today. I have fulfilled all conditions as demanded by your bank and submitted all the proofs and transactions regarding the same, and I have enclosed all the proofs with this letter too.

But I have not received the clearance till today even after following up. I hope you solve this matter and issue me a No objection certificate of clearance as soon as possible.

I request you to consider my application again and guide me further.

Thanking you.

Yours sincerely,

{Your signature}

{Your name}