



Address of the Sender

Email Address of the Sender

Date

Name of Receiver

Address of the Receiver

Subject: Thank You for Your Payment

Dear _____ (Name of the Recipient)

We would like to thank you for your prompt payment of the final settlement of the loan instalment of XXXX (Amount). We have received a payment of XXXX through online card payment. We would like to further confirm that all the outstanding payments are settled and no balance amount is left for payment. Please sign the enclosed loan closure document and share the confirmation by mail. We request you to visit our bank branch to sign the final settlement document also.

Thank you so much for making all the payments timely.

We will always be happy and eager to serve you again in case of your need. Please write to us on _____ (Email Address) in case of any issues.

Sincerely,

(Signature)

Sender's Full Name