

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Company Name]
[Address]
[City, State, Zip Code]

Re: Termination of Repayment Plan for Account Number: [Your Account Number]

Dear [Recipient Name],

I am writing to formally request the termination of the existing repayment plan associated with the above-mentioned account, effective [Date].

The reason for this termination is: [Reason for termination, e.g., total balance has been paid in full / financial hardship / intent to settle the remaining balance in a lump sum].

I request that you provide written confirmation that the repayment plan has been cancelled and provide a statement showing the current remaining balance on the account, if any.

Please update your records accordingly. If you require any further information or documentation to process this request, please contact me at [Your Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]