

# Closing Car Loan Application Procedure

## 1. Car Loan Closure Application Following Car Accident and Total Loss

To,  
The Branch Manager,  
[Bank Name],  
[Branch Address],

Subject: Car Loan Closure Application Following Car Accident and Total Loss

Dear Sir/Madam,

I, [Your Name], holding the account number [Account Number], had availed a car loan for my [Car Make and Model] bearing registration number [Car Registration Number] from your esteemed bank on [Loan Taken Date]. I regret to inform you that my car met with an accident on [Date of Accident] which resulted in a total loss of the vehicle.

As per the assessment of the insurance company, it has been declared a total loss, and I have received the insurance claim amount. I would like to use this amount to settle my outstanding car loan with your bank.

My loan account number is [Loan Account Number]. I request you to kindly provide me with the exact outstanding amount, including any prepayment charges if applicable, and the procedure to close the loan. I would like to complete the loan closure process at the earliest.

Kindly acknowledge the receipt of this application and guide me through the next steps. I would be grateful for your prompt attention to this matter.

Thanking you,

Yours faithfully,  
[Your Name]  
[Your Address]  
[Your Contact Number]  
[Email Address]

## **2. Application for Re-Evaluation of Financing Terms Before Car Loan Closure**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch],  
[City],

Subject: Application for Re-Evaluation of Financing Terms Before Car Loan Closure

Respected Sir/Madam,

I, [Your Name], am writing this application to request a re-evaluation of the financing terms attached to my car loan (Account No: [Your Account Number]) before its closure. I have been servicing this loan for the past [loan period, e.g., 3 years], and now I am approaching the end of the loan term.

Given the recent changes in the economy and the financial market, I believe it would be prudent for both parties to reassess the terms of the car loan prior to its closure. This would help ensure that the closure process is fair, transparent and in line with the current market conditions.

I kindly request you to initiate the re-evaluation process at the earliest, as it will allow me sufficient time to make any necessary arrangements before the loan closure. I am willing to provide any additional documents or information that may be required for the re-evaluation process.

Looking forward to your prompt attention and cooperation in this matter.

Thanking you,

Yours sincerely,

[Your Name]  
[Your Address]  
[City]

[Contact number]

[Email ID]

### **3. Transferring the Car Loan Balance to Another Lender Application**

To,  
The Branch Manager,  
[Current Lender's Name],  
[Branch Address]

Subject: Application for Transferring the Car Loan Balance to Another Lender

Respected Sir/Madam,

I, [Your Full Name], holding a car loan account with your esteemed bank (Loan Account Number: [Your Loan Account Number]) availed for purchasing a [Car Make and Model]. I have been regular in my loan repayments and have maintained a good track record.

Due to recent changes in my personal financial situation, I have found a more suitable loan offer from [New Lender's Name]. Therefore, I request you to kindly initiate the process of transferring the outstanding balance of my car loan to the said lender.

I have already obtained a loan sanction letter from the new lender and have enclosed a copy of the same with this application. Kindly provide the necessary clearance and documents required for the transfer at the earliest.

I understand that there may be charges related to this transfer and I am willing to bear them as per the applicable terms and conditions. Please let me know if there are any additional formalities or documents required from my end to facilitate the smooth completion of this transfer process.

I appreciate your prompt action and assistance in this regard. Kindly acknowledge the receipt of this application and keep me informed about the progress of the loan transfer process.

Thank you for your attention and cooperation.

Yours sincerely,

[Your Full Name]

[Your Contact Number]

[Your Email Address]

Date: [Date of Submission]

## **4. Application for Car Loan Closure Due to Vehicle Sale**

To,

The Branch Manager,

[Bank Name],

[Branch Name],

[Branch Address],

Subject: Application for Car Loan Closure Due to Vehicle Sale

Respected Sir/Madam,

I, [Your Name], am writing this letter to inform you that I have sold my car, [Car Make and Model], bearing Registration Number [Car Registration Number] on [Date of Sale]. The said car was purchased with the help of a car loan from your esteemed bank under Loan Account Number [Loan Account Number].

As the car has now been sold, I would like to request you to kindly close the said car loan account. I am ready to clear any outstanding dues or charges, if applicable, and would appreciate if you could provide me with a statement mentioning the outstanding amount to be paid for the closure.

Kindly consider this application as a formal request for car loan closure and guide me on the necessary steps to be taken to complete the process at the earliest. Your prompt assistance in this matter would be highly appreciated.

Thanking you in advance.

Yours faithfully,

[Your Name]

[Your Address]  
[Your Contact Number]  
[Your Email Address]

Date: [Current Date]

## **5. Early Repayment for Car Loan Closure Application**

To,  
The Branch Manager,  
[Bank Name],  
[Bank Branch Address]

Subject: Early Repayment for Car Loan Closure Application

Respected Sir/Madam,

I, [Your Name], have availed a car loan (Loan Account number: [Loan Account Number]) from your esteemed bank on [Date of Loan Disbursal] for purchasing a [Car Make and Model]. The loan tenure was [Loan Tenure] months, with an EMI of INR [Amount] per month.

I am writing this letter to express my intent to close the loan by making an early repayment of the outstanding principal amount. I have maintained a good track record of timely EMI payments, and my current outstanding loan amount is INR [Amount].

I kindly request you to provide me with the necessary details, including foreclosure charges (if any), the exact amount to be paid, and the required procedure to close the loan.

Please find enclosed a copy of my loan account statement for your reference. I would appreciate your prompt assistance in this matter, as I want to close the loan at the earliest.

Thank you for your attention to my request. I look forward to a favorable response from your end.

Yours faithfully,

[Your Name]

[Your Address]

[Your Contact Number]

[Your Email Address]

[Date]