(Your Name),  
(Your Address),  
(Contact Number)

Date:

(Recipient’s Name),  
(Position in Bank),  
(Address),  
(Contact Number)

Dear (name of recipient),

I am writing this letter to notify your bank (name of bank) of the proof of margin money. I borrowed this money from you on (date) for the purpose of (state purpose). The money has helped me in my aim and I have been able to pay this amount in full on (state date).

I would like to thank you for providing me with this amount and hope to work with you again.

Sincerely,

(Your Name)