

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank/Loan Company Name]  
[Loan Department]  
[Company Address]  
[City, State, Zip Code]

Subject: Loan Cancellation Request

Dear [Loan Officer's Name/Customer Service Manager],

I am writing to formally request the cancellation of my loan with the following details:

- Loan Account Number: [Your Loan Account Number]
- Loan Type: [Personal Loan/Auto Loan/Home Loan, etc.]
- Loan Amount: [Original Loan Amount]
- Date of Loan Agreement: [Date you signed the loan agreement]

Due to [brief reason for cancellation, if you wish to include], I find it necessary to cancel this loan agreement. I kindly ask that you confirm the cancellation of my loan and provide any required documentation in response to this request.

Please let me know if there are any forms or additional information you need from my side to process this cancellation.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]