

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

[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank's Address]
[City, State, Zip Code]

Subject: Request for Loan Cancellation

Dear [Loan Officer's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my loan application with [Bank/Financial Institution's Name] for [specify loan type, e.g., personal loan, mortgage, etc.], with loan number [Loan Number].

Due to [briefly explain the reason for cancellation, e.g., change in financial circumstances, personal reasons, securing alternative financing], I have decided to withdraw my application.

I kindly ask you to process this cancellation at your earliest convenience and confirm in writing that my loan application has been officially canceled.

Thank you for your attention to this matter. If you require any further information or documentation from my side, please do not hesitate to reach out.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]