

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

Subject: Loan Cancellation Request

Dear [Loan Officer's Name or Customer Service],

I am writing to formally request the cancellation of my loan (Loan Number: [Your Loan Number]) with [Loan Company Name]. Due to [reason for cancellation], I no longer wish to proceed with this loan agreement.

I kindly ask that you process my cancellation request promptly and provide written confirmation once it has been completed.

Thank you for your attention to this matter.

Sincerely,
[Your Name]