

[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 with the following details:

- Loan Account Number: [Your Loan Account Number]
- Loan Amount: [Original Loan Amount]
- Date of Loan Agreement: [Date of Loan Agreement]

Due to [reason for cancellation, e.g., change in financial circumstances, error in application, etc.], I would like to cancel this loan agreement effective immediately.

Please confirm the cancellation of my loan and any necessary steps I need to take. I appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]