

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

[Recipient's Name]  
[Recipient's Title]  
[Bank/Organization Name]  
[Bank/Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Loan Cancellation - [Loan Account Number]

I hope this letter finds you well. I am writing to formally request the cancellation of my loan with the account number [insert loan account number].

[Explain the reason for the cancellation, including any relevant details or circumstances that led to this decision.]

I kindly ask you to initiate the necessary procedures for the cancellation of this loan and to confirm the same in writing.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]