

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

[Loan Company's Name]
[Loan Company's Address]
[City, State, Zip Code]

Subject: Loan Cancellation Request

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

I hope this letter finds you well. I am writing to formally request the cancellation of my loan agreement with [Loan Company's Name] for loan number [Loan Number], which was taken out on [Loan Start Date].

Due to [briefly state reason for cancellation, e.g., change in financial circumstances, decision to pursue alternate financing, etc.], I have decided to cancel the loan.

Please confirm the cancellation of my loan and any associated terms as soon as possible. If you need any further information or documentation from my side, please do not hesitate to reach me at the contact information provided above.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]