

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

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

Subject: Loan Cancellation Request

Dear [Loan Officer's Name / Customer Service Department],
I hope this letter finds you well. I am writing to formally request the
cancellation of my loan, account number [Your Loan Account Number], which
was approved on [Loan Approval Date].

Due to [brief explanation of the reason for cancellation, e.g., personal
financial circumstances, change in plans, etc.], I have decided that I no
longer wish to proceed with this loan.

Please confirm the cancellation of the loan and provide me with any
necessary documentation needed to finalize this process. I appreciate
your prompt attention to this matter and look forward to your
confirmation.

Thank you for your assistance.

Sincerely,

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