

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Cancellation of Loan Agreement

Dear [Recipient Name],

I am writing to formally request the cancellation of the loan agreement dated [Loan Agreement Date] with the reference number [Loan Reference Number].

Due to [brief reason for cancellation, e.g., unforeseen circumstances, change in financial situation], I am unable to proceed with the terms outlined in the agreement.

I kindly request a written confirmation of the cancellation at your earliest convenience. Should there be any documents or procedures I need to complete to finalize this cancellation, please let me know.

Thank you for your attention to this matter. I appreciate your cooperation.

Sincerely,

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