

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Loan Provider's Name]
[Loan Provider's Address]
[City, State, Zip Code]

Subject: Request for Auto Loan Cancellation

Dear [Loan Provider's Name or Customer Service Department],
I am writing to formally request the cancellation of my auto loan with the account number [Loan Account Number], which was initiated on [Loan Origination Date].

Due to [brief description of reason for cancellation, e.g., financial difficulties, purchase decision change, etc.], I am unable to proceed with this loan.

I kindly ask you to process this cancellation request and provide me with written confirmation once it has been completed.

Thank you for your understanding and assistance in this matter.

Sincerely,

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