

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

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

Subject: Request for Education Loan Cancellation

Dear [Loan Officer's Name/ Loan Institution's Representative],  
I hope this letter finds you well. I am writing to formally request the  
cancellation of my education loan with account number [Your Loan Account  
Number].

Due to [briefly explain the reason for cancellation, e.g., change in  
circumstances, financial hardship, etc.], I am unable to proceed with the  
loan. I kindly request you to initiate the cancellation process at your  
earliest convenience.

Please let me know if you require any additional information or  
documentation from my side to facilitate this request.

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

Sincerely,

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