

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

[Recipient's Name]
[Bank/Mortgage Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Loan Cancellation

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my mortgage loan, originally taken out on [Loan Start Date], with the account number [Your Loan Account Number].

Due to [briefly explain reason for cancellation, e.g., financial hardship, refinancing, etc.], I am unable to continue with the terms of the mortgage. I kindly ask you to process my request for cancellation at your earliest convenience.

Please confirm the cancellation of my mortgage and provide any necessary documentation to finalize this process.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]