

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

[Bank or Lender's Name]
[Bank or Lender's Address]
[City, State, ZIP Code]

Subject: Request for Loan Cancellation - [Loan Account Number]

Dear [Loan Officer's Name or Customer Service],

I hope this message finds you well. I am writing to formally request the cancellation of my personal loan with the following details:

- **Loan Account Number:** [Your Loan Account Number]
- **Loan Amount:** [Original Loan Amount]
- **Date of Loan Agreement:** [Date]

Due to [briefly explain the reason for cancellation, e.g., personal circumstances, change in financial situation], I am unable to continue with the loan agreement.

I kindly ask you to confirm the cancellation of the loan and any further steps I need to undertake to finalize this process. Please also inform me of the impacts this may have on my credit score or any other implications.

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]