

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

Subject: Request for Loan Cancellation

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my loan application with [Bank Name], referenced under the loan number [Loan Number].

Due to [brief explanation of reason for cancellation], I have decided to withdraw my loan application. I kindly ask that you confirm the cancellation and any necessary steps I should be aware of.

Thank you for your understanding and assistance in this matter.

Sincerely,
[Your Name]