

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

[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Institution's Address]
[City, State, ZIP Code]

Dear [Loan Officer's Name],
Subject: Request for Loan Cancellation

I hope this message finds you well. I am writing to formally request the cancellation of my loan with account number [Your Loan Account Number]. Due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances, change in financial situation], I am unable to proceed with the loan agreement.

I respectfully ask that you process this cancellation at your earliest convenience and confirm the cancellation in writing. Please let me know if there are any forms or additional information required from my side to facilitate this process.

Thank you for your attention to this matter. I appreciate your understanding and assistance.

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