

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

[Recipient's Name]  
[Recipient's Title]  
[Bank/Loan Institution Name]  
[Institution Address]  
[City, State, Zip Code]

Subject: Cancellation of Loan Agreement

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the cancellation of my loan agreement with [Bank/Loan Institution Name], under the loan number [Loan Number], which was initiated on [Date of Loan Agreement].

After careful consideration of my current financial situation, I have decided that it is in my best interest to cancel this agreement. I am aware of any obligations or consequences associated with this cancellation and am prepared to address them accordingly.

Please confirm the cancellation of the loan agreement in writing and provide any necessary documentation. I appreciate your assistance in this matter.

Thank you for your prompt attention to this request.

Sincerely,

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