

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

[Recipient's Name]  
[Loan Company's Name]  
[Company's Address]  
[City, State, Zip Code]

Subject: Loan Cancellation Request

Dear [Recipient's Name],

I am writing to formally request the cancellation of my loan with [Loan Company's Name], account number [Your Account Number].

Due to [briefly explain your reason, if desired], I am unable to proceed with the loan as planned.

Please consider this letter as my official request to cancel the loan agreement. I would appreciate your prompt confirmation of the cancellation and any further instructions regarding the process.

Thank you for your understanding.

Sincerely,  
[Your Name]