

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

[Loan Provider's Name]
[Loan Provider's Address]
[City, State, ZIP Code]

Subject: Loan Cancellation Request

Dear [Loan Officer's Name or Customer Service],
I hope this letter finds you well.

I am writing to formally request the cancellation of my loan agreement with your institution. Below are the details of my loan:

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

Due to [reason for cancellation, e.g., a change in financial circumstances, a mistake in the loan application, etc.], I am unable to proceed with this loan. I kindly ask you to process my cancellation request at your earliest convenience.

Please confirm the cancellation and let me know if there are any further actions needed on my part. I appreciate your prompt attention to this matter.

Thank you for your understanding.

Sincerely,

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