

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

[Loan Officer's Name]
[Bank/Financial Institution's Name]
[Bank/Financial Institution's 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 with your institution, details as follows:

- Loan Account Number: [Your Loan Account Number]
- Loan Amount: [Amount]
- Date of Loan Disbursement: [Disbursement Date]

I would like to cancel this loan due to [brief explanation of the reason for cancellation]. I kindly ask for the necessary steps to be taken for the cancellation process and any confirmation regarding this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]