

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

[Date]
[Bank/Financial Institution Name]
[Department/Loan Office]
[Institution Address]
[City, State, ZIP Code]

Subject: Vehicle Loan Regret Letter

Dear [Loan Officer's Name/Customer Service],

I am writing to formally express my regret regarding my recent vehicle loan application (Loan Application Number: [XXXXXX]) submitted on [Application Date].

After careful consideration and reflection on my financial situation, I have decided to withdraw my application for the vehicle loan I previously requested. This decision is based on [briefly state reason, e.g., personal financial circumstances, market conditions, etc.].

I appreciate the time and effort your team has invested in processing my application, and I apologize for any inconvenience this may cause.

Thank you for your understanding. Please confirm the receipt of this regret letter, and do not hesitate to contact me if you need any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]