

# Loan Cancellation Request for Auto Loan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the cancellation of my auto loan with account number [Your Loan Account Number]. Due to [brief explanation of reason for cancellation], I am unable to proceed with the loan.

I kindly ask you to process this cancellation at your earliest convenience. Please send me a confirmation of the loan cancellation and any final statements that may be applicable.

Thank you for your attention to this matter. If you need any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]