

Loan Cancellation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the cancellation of my bridge loan with the account number [Insert Account Number]. Due to [briefly explain reason for cancellation], I am unable to proceed with the loan agreement as planned.

I kindly ask that you process this cancellation request at your earliest convenience and send me a confirmation of the cancellation in writing. I appreciate your understanding and assistance in this matter.

Thank you for your attention to this matter. Please feel free to contact me if you need any further information.

Sincerely,

[Your Name]