

Loan Cancellation Request for Credit Card Loan

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Bank Name]

[Bank Address]

[City, State, ZIP Code]

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of my credit card loan associated with my account number [Insert Account Number]. Due to [brief explanation of reason for cancellation, e.g., unforeseen circumstances], I am unable to proceed with this loan.

I would appreciate your assistance in processing this cancellation request at your earliest convenience. Please confirm the cancellation in writing and inform me of any further actions I need to take.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]