

Loan Cancellation Request for Debt Consolidation Loan

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

Recipient's Name
Loan Institution's Name
Institution's Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally request the cancellation of my debt consolidation loan, which was approved on [Loan Approval Date], with account number [Account Number].

Due to [brief explanation of circumstances leading to cancellation], I must kindly request that my loan be canceled. I understand that I may have to comply with certain terms as outlined in the loan agreement regarding this cancellation.

Please confirm the cancellation of my loan at your earliest convenience, and let me know if there are any forms or additional steps I need to complete as part of this process. I appreciate your assistance in this matter.

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

Sincerely,
[Your Name]