

# Loan Cancellation Request

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

[Lender's Name]  
[Lender's Address]  
[City, State, Zip Code]

Dear [Lender's Name],

I am writing to formally request the cancellation of my home mortgage loan, account number [Your Account Number], due to [reason for cancellation]. I understand the implications of this request and would like to follow all necessary procedures to complete this process.

Please confirm the cancellation of my loan and provide any necessary documentation to finalize this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]