

Loan Cancellation Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Subject: Request for Loan Cancellation

Dear [Lender's Name],

I hope this message finds you well. I am writing to formally request the cancellation of my personal loan, which was approved on [Loan Approval Date] with the loan reference number [Loan Reference Number].

Due to [brief explanation of reason for cancellation], I have decided to cancel my loan application. I kindly ask you to initiate the cancellation process at your earliest convenience. Please confirm the cancellation of the loan in writing.

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]