

Loan Cancellation Request

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Lender's Name]

[Lender's Title]

[Lender's Institution 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 small business loan application with [Loan Reference Number or Application ID].

After careful consideration of my current financial circumstances, I have decided that it is in the best interest of my business to withdraw my loan request. I appreciate the support and assistance provided by your team throughout this process.

Please let me know if you require any further information from my end to complete this process. I look forward to your confirmation of the loan cancellation.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]