

Loan Cancellation Request for Student Loan

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Loan Servicer's Name]

[Loan Servicer's Address]

[City, State, Zip Code]

Dear [Loan Servicer's Name],

I am writing to formally request the cancellation of my student loan, with account number [Your Account Number]. Due to [briefly explain your reason, e.g., financial hardship, disability, or school closure], I believe I meet the criteria for cancellation.

Enclosed are supporting documents to assist with my request. I kindly ask that you process this cancellation at your earliest convenience and provide confirmation of the loan cancellation status.

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

Sincerely,

[Your Name]