

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

Loan Officer's Name
Bank/Institution Name
Bank Address
City, State, Zip Code

Dear [Loan Officer's Name],

I am writing to formally withdraw my loan application submitted on [Application Date] for [Loan Amount]. After careful consideration, I have secured alternative funding that better suits my current financial needs.

I appreciate the time and effort your team invested in reviewing my application and I apologize for any inconvenience this may cause.

Thank you for your understanding. I hope to work with your institution in the future.

Sincerely,
[Your Name]