

# Loan Cancellation Confirmation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Lender's Name]

[Lender's Address]

[City, State, Zip Code]

Dear [Lender's Name],

Subject: Loan Cancellation Confirmation - Unsecured Loan

I am writing to formally confirm the cancellation of my unsecured loan with your institution, which was originated on [Loan Origination Date] with the reference number [Loan Reference Number].

As discussed, the decision to cancel the loan was made due to [brief explanation of the reason for cancellation, if applicable]. I confirm that I have returned any funds received, and I understand that my loan account will be closed effective immediately.

Please let me know if you require any further information or documentation to process this cancellation. I appreciate your attention to this matter.

Thank you for your assistance.

Sincerely,

[Your Name]