

# Loan Cancellation Procedure Guidelines

Date: [Insert Date]

To: [Insert Borrower's Name]

Address: [Insert Borrower's Address]

Dear [Insert Borrower's Name],

We acknowledge receipt of your request to cancel your loan application with [Insert Institution Name]. Below are the guidelines and steps for the loan cancellation procedure:

## Cancellation Guidelines

1. Submit a written cancellation request to our office via email or postal mail.
2. Include your loan application number and personal identification information.
3. Ensure your cancellation request is received within [Insert Time Frame] days of application submission.
4. Retain a copy of your cancellation request for your records.

## Post-Cancellation Information

After processing your cancellation request, you will receive a confirmation email indicating the cancellation status. Please allow [Insert Time Frame] days for processing.

If you have any further questions or require assistance, do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Insert Your Name]

[Insert Your Position]

[Insert Institution Name]

[Insert Institution Contact Information]