

Response to Loan Cancellation Request

Date: [Insert Date]

To: [Borrower's Name]

[Borrower's Address]

[City, State, Zip Code]

Dear [Borrower's Name],

Thank you for your recent request regarding the cancellation of your loan. We have carefully reviewed your application and the details provided.

We regret to inform you that we are unable to approve your request for cancellation at this time due to [insert reason, if applicable]. However, we value you as our customer and would like to assist you in exploring alternative options that may be available.

Please feel free to contact us at [insert phone number] or [insert email address] should you have any questions or need further assistance.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[City, State, Zip Code]