

# LOAN CANCELLATION LETTER

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Loan Officer/Lender's Name]

[Company Name]

[Address]

[City, State, ZIP Code]

Dear [Loan Officer/Lender's Name],

I am writing to formally request the cancellation of my loan with [Company Name]. I have carefully reviewed the terms of the loan agreement and would like to proceed with the cancellation based on [mention the specific reason, such as early repayment, meeting conditions, or forgiveness].

Loan Details:

Loan Account Number: [Your Loan Account Number]

Principal Amount: [Original Loan Amount]

Remaining Balance (if any): [Current Remaining Balance]

Reason for Cancellation: [Provide a brief and clear explanation of why you are requesting loan cancellation. Be specific and concise.]

I understand that there may be certain procedures or requirements for loan cancellation, and I am willing to fulfill any necessary steps to facilitate this process promptly. Please guide me on the necessary steps and provide any relevant forms that need to be completed.

I appreciate your prompt attention to this matter and thank you for your cooperation.

Sincerely,

[Your Full Name]