

Formal Loan Cancellation Letter Template

Subject: Request for Loan Cancellation “ [Loan Account Number]

Dear [Bank/Financial Institution Name],

I am writing to formally request the cancellation of my loan with account number [Loan Account Number], issued on [Date of Loan Issuance].

Due to [reason for cancellation, e.g., change in financial plans, duplicate loan, loan no longer required], I kindly request that all necessary procedures be completed to close the loan account and relieve me from any further obligations.

I would appreciate receiving confirmation of the loan cancellation at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Address]

[Contact Number]

[Email]

[Date]

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