
Bank Loan Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Today's Date]

[Loan Officer's Name]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Cancellation of Loan Application [Loan Reference Number]

Dear [Loan Officer's Name],

I am writing to formally request the cancellation of my loan application [mention the loan reference number or type] submitted on [application date]. Due to [state your reason], I wish to withdraw my application and cancel the loan process.

Please confirm the cancellation in writing and let me know if there are any further actions required on my part.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]