Loan Cancellation Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Loan Servicer Name]

[Loan Servicer Address]

[City, State ZIP Code]

Subject: Loan Cancellation Request

Dear Sir/Madam,

I am writing this letter to request the cancellation of my loan with your organization. My loan account number is [insert account number]. The loan was taken out on [insert loan date].

I have recently encountered some financial difficulties and I am unable to continue making payments towards the loan. I have explored all possible options to make the payments, but unfortunately, it has not been possible for me to meet the required payments.

Therefore, I kindly request that my loan be cancelled with immediate effect. I would appreciate it if you could confirm in writing the cancellation of my loan and provide me with a final statement of account indicating that the loan has been fully cancelled.

Please let me know if there are any further steps I need to take to complete this process. I am willing to cooperate with you and provide any additional information that may be required to expedite this process.

Thank you for your cooperation in this matter.

Sincerely,

[Your Signature]

[Your Name]