

Template for a Cancel Loan After Approval Letter

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[Date]

[Lender's Name]
[Lender's Address]

Subject: Cancellation of Loan Approval No. [Your Loan Number]

Dear [Lender's Name],

I am writing to formally request the cancellation of my loan approval (Loan Number: [Your Loan Number]) approved on [Approval Date]. After careful consideration, I have decided to cancel this loan agreement due to [insert reason].

Please process this cancellation and confirm in writing at your earliest convenience. I would appreciate if you could send the confirmation to my email address listed above.

Thank you for your understanding and prompt attention to this matter. Should you require any further information or documentation on my part, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Sincerely,

[Your Name]