

**Date:** [Insert Date]

**To:** [Loan Officer Name]

**Financial Institution:** [Bank/Lender Name]

**Address:** [Bank Address]

**Subject: Notice of Pending Cancellation of Mortgage Application**

Dear [Loan Officer Name],

I am writing to formally request the cancellation of my mortgage application, effective immediately. Please find the details of the application below:

- **Application Reference Number:** [Insert Number]
- **Applicant Name(s):** [Insert Name(s)]
- **Property Address:** [Insert Property Address]

I have decided not to proceed with this loan application at this time due to [personal reasons / a change in financial plans / finding alternative financing].

Please confirm in writing that this application has been withdrawn and that no further processing will occur. Additionally, please advise if there are any final steps I need to take or if any refundable fees will be returned to me.

Thank you for your time and assistance throughout this process.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Phone Number]

[Your Email Address]