Bank Guarantee Cancellation Letter

[Your Name]

[Your Address]

[City, State ZIP Code]

[Date]

[Recipient Name]

[Recipient Address]

[City, State ZIP Code]

Dear [Recipient Name],

I am writing this letter to request the cancellation of my bank guarantee, which was issued by your bank on [date of issuance]. The details of the bank guarantee are as follows:

- [Bank Guarantee Number]
- [Amount of Bank Guarantee]
- [Effective Date of Bank Guarantee]
- [Expiry Date of Bank Guarantee]

I would like to inform you that the purpose for which the bank guarantee was issued has been fulfilled, and therefore, I no longer require it. I request you to cancel the bank guarantee and release any collateral or security held against it.

Please let me know the necessary steps to be taken to cancel the bank guarantee and any fees or charges involved in the cancellation process. I would also appreciate it if you could confirm the cancellation of the bank guarantee in writing.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]