

Official request to cancel a bank guarantee

Dear [Bank Manager Name],

Subject: Request for Cancellation of Bank Guarantee [BG Number]

We hereby request the cancellation of our bank guarantee issued under the reference number [BG Number] dated [Issue Date]. The underlying contract has been satisfactorily completed, and there is no further liability under this guarantee.

Kindly confirm the cancellation and release of any associated margin or security at your earliest convenience. We appreciate your prompt action in this matter.

Thank you for your assistance.

Sincerely,

[Authorized Signatory Name]

[Company Name]

[Contact Information]

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