Short and digital cancellation request

Hi [Bank Contact Name],

Please process the cancellation of bank guarantee [BG Number] issued on [Issue Date]. The contract has been completed and no further obligations remain.

Kindly confirm once the guarantee has been cancelled.

Best regards,

[Your Name]

[Company Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/bank-guarantee-cancellation-letter