

Subject: Back Guarantee Cancellation Letter

[Date]

[Recipient Name]

[Bank Name]

[Address]

Dear [Recipient Name],

This letter is with reference to the bank guarantee number [123456] that was given on [some date] under account number [123456].

We would like to ask your bank to cancel / release the above mentioned guarantee effective [some date] and transfer the associated funds back to [my, our] account.

We appreciate your swift action on the matter. Enclosed with this letter are the bank guarantee details and other supporting document for your reference.

Thank you very much,

Sincerely,

Bank Guarantee Reference Number: _____

Date of Issue: _____

Account Number: _____

Name of Beneficiary: _____

Beneficiary Account Number: _____

Thank you for your cooperation

Get more templates here:

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