

Official corporate communication

Subject: Corporate Bond Cancellation

To Whom It May Concern,

This is to formally notify you of the intention to cancel corporate bond number [Bond Number] issued on [Date]. We request that all processes for settlement and release of obligations be initiated promptly.

Kindly acknowledge receipt of this notice and provide confirmation upon completion.

Sincerely,

[Authorized Signatory Name]

[Designation]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/bond-cancellation-letter>