

Cancellation of Credit Facility Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Cancellation of Credit Facility

I hope this letter finds you well. I am writing to formally request the cancellation of our existing credit facility with your esteemed institution, effective [desired cancellation date].

Account Details:

Account Name: [Your Company Name]

Account Number: [Account Number]

Credit Facility Type: [e.g., Revolving Credit Line]

Original Credit Limit: [Original Credit Limit]

Current Outstanding Balance: [Current Outstanding Balance]

After careful consideration and review of our financial requirements, we have concluded that it is in the best interest of our company to terminate the credit facility agreement. We are proud to state that this decision comes as a result of the successful financial management and improved fiscal health of our business, allowing us to sustain our operations without the need for external credit support.

We kindly request you to take the necessary steps to close our credit facility account and ensure

that no further transactions are processed on it beyond the specified cancellation date. Additionally, please provide written confirmation of the account closure once the process is completed.

We extend our heartfelt gratitude to your institution for the support and financial services provided throughout the duration of our credit facility agreement. Your team has been instrumental in assisting us during critical times, and we genuinely appreciate the professional relationship we have shared.

Should the need for credit facilities arise in the future, we would be more than pleased to consider your esteemed institution for any potential collaboration.

Thank you for your prompt attention to this matter. Should you require any further information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

We wish your institution continued success and prosperity.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]