

Collateral Release Request

Subject: Request for Release of Cash Collateral - LC No. [LC Number]

Dear [Bank Manager's Name],

I am writing to request the release of cash collateral held against Letter of Credit No. [LC Number], which has now [expired/been fully utilized/been cancelled].

LC Details:

LC Number: [Number]

Original Amount: [Amount]

Issue Date: [Date]

Expiry Date: [Date]

Beneficiary: [Name]

Collateral Deposited: [Amount]

The letter of credit has concluded as follows:

[Choose applicable:]

- Expired on [Date] without any drawings
- All obligations have been satisfied and payment completed on [Date]
- Cancelled by mutual agreement with beneficiary's consent received on [Date]

We request that the collateral amount of [Currency] [Amount], plus any accrued interest (if applicable), be released and credited to our operating account [Account Number]. Please deduct any outstanding fees or charges before releasing the balance.

Enclosed please find:

- Copy of expired/completed letter of credit
- [Beneficiary's consent to cancellation, if applicable]
- [Final payment receipt, if applicable]

We would appreciate if this release could be processed within [Number] business days. Please confirm the exact amount to be released after deducting all applicable charges.

Thank you for your cooperation throughout this transaction.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]

[Date]

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