

Request for cancellation of commercial LC

Subject: Request for Cancellation of Letter of Credit [LC Number]

Dear [Bank Officer's Name],

We request the cancellation of the commercial letter of credit referenced as [LC Number], issued on [Date] in favor of [Beneficiary].

The underlying transaction has been canceled due to [Reason: e.g., contract termination, supplier withdrawal]. We kindly ask that the letter of credit be nullified and the relevant records updated.

Please also refund any unused balance after deducting applicable charges.

Thank you for your prompt attention to this matter.

Regards,

[Your Full Name]

[Company Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/commercial-letter-of-credit>