

Request to cancel unused DLC

Subject: Cancellation Request for DLC No. [LC Number]

Dear Credit Operations,

We hereby request cancellation of the above-referenced Domestic Letter of Credit due to [reason - contract termination/mutual agreement/business circumstances].

LC Details:

- Original Amount: \$[Amount]
- Beneficiary: [Name]
- Expiry Date: [Date]
- Current Status: Unused/Partially utilized

We confirm that:

- The beneficiary has agreed to this cancellation
- No documents are pending presentation
- All parties release claims under this LC

Please process the cancellation and release any collateral or margins held against this credit facility.

Kindly confirm cancellation in writing and advise of any applicable charges.

We appreciate your prompt attention to this matter.

Yours truly,

[Signature]

[Applicant Representative]

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