

Request for LC Cancellation

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

Dear [Bank Manager's Name],

I am writing to request the cancellation of Letter of Credit Number [LC Number] issued on [Date] in favor of [Beneficiary Name] for the amount of [Amount].

Reason for Cancellation: [Select appropriate reason]

- The underlying commercial transaction has been mutually terminated
- The beneficiary has agreed to cancel the LC (consent letter attached)
- The goods have been delivered and paid for through alternative means
- [Other specific reason]

We have obtained written consent from the beneficiary for this cancellation, as required under the Uniform Customs and Practice for Documentary Credits (UCP 600). The beneficiary's original consent letter and the original LC (if in our possession) are enclosed.

Please confirm the cancellation and advise if any cancellation fees apply. Also, kindly confirm the release of any collateral or margin deposited against this LC.

We appreciate your cooperation in this matter.

Yours faithfully,

[Your Name]

[Designation]

[Company Name]

[Contact Details]

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