

Professional request to cancel letter of credit

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

Dear [Bank Officer],

We formally request the cancellation of the above-referenced letter of credit due to termination of the underlying commercial contract by mutual agreement of both parties.

The beneficiary has provided written consent for this cancellation, which is attached to this letter. No presentations have been made under this credit, and no claims are outstanding.

Please confirm the cancellation and advise regarding the release of any security or margin held against this facility. We understand that applicable cancellation fees will be debited from our account.

We appreciate your prompt processing of this request.

Yours faithfully,

[Your Name]

[Authorized Signatory]

[Company Name]

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