

Formal cancellation letter template

Subject: Cancellation of Personal Guarantee

Dear [Recipient Name],

I am writing to formally request the cancellation of my personal guarantee associated with [Loan/Agreement/Contract Name and Number]. As of [Effective Date], I request that all obligations, liabilities, and responsibilities attributed to me under this guarantee be formally released.

Please confirm in writing that my personal guarantee has been cancelled and that I am no longer held responsible for any existing or future obligations related to this agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Contact Information]

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