

Professional email style cancellation request

Subject: Request for Release from Personal Guarantee

Dear [Recipient Name],

I hope this message finds you well. I am reaching out to request a formal release from the personal guarantee I hold for [Loan/Contract Name]. Considering [reason, e.g., full repayment, restructuring, or personal circumstances], I kindly ask that you process this cancellation effective immediately.

Please acknowledge receipt of this email and confirm the release at your earliest convenience.

Thank you for your cooperation.

Best regards,

[Your Name]

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