

Transfer Cancellation Request

Subject: Cancellation of Letter of Credit Transfer Request

Dear Banking Officer,

We hereby request the immediate cancellation of our previous transfer request for Letter of Credit [LC Number] submitted on [Date].

Reason for Cancellation: [Change in business arrangements/supplier issues/other reasons]

Please confirm that:

1. The transfer process has been halted
2. Original LC remains active and unchanged
3. Any fees incurred will be advised

We apologize for any inconvenience and appreciate your prompt action on this matter.

Yours faithfully,

[Name and Position]

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