

Date: [Insert Date]

To: [Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Release of Cash Margin - LC Reference: [Insert LC Number]

Dear Sir/Madam,

We are writing to formally request the release of the cash margin held by your bank against the following Letter of Credit:

- **LC Number:** [Insert LC Number]
- **LC Issuance Date:** [Insert Date]
- **LC Amount:** [Insert Currency and Amount]
- **Margin Amount:** [Insert Margin Amount to be Released]

The aforementioned Letter of Credit has now [Expired / Been Fully Paid / Been Cancelled], and all obligations under this facility have been satisfied. Therefore, we request you to credit the margin amount plus any applicable interest to our account as per the details below:

- **Account Name:** [Insert Account Name]
- **Account Number:** [Insert Account Number]
- **IBAN/SWIFT:** [Insert Details]

Please find attached the [Original LC / Copy of Payment Advice] for your reference.

Thank you for your prompt assistance in this matter.

Sincerely,

[Your Name/Authorized Signatory]
[Your Title]
[Company Name]
[Contact Number]