

[Your Name/Title]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

[Bank Name]  
[Relationship Manager Name]  
[Bank Address]  
[City, State, Zip Code]

**RE: Notice of Cancellation of Working Capital Facility - Account No: [Account Number]**

Dear [Manager Name],

Please accept this letter as formal notification that [Your Company Name] wishes to cancel the working capital facility (including all associated overdrafts, lines of credit, or revolving facilities) currently held with [Bank Name], effective [Date].

We have decided to terminate this facility because [Optional: we have secured alternative financing / we no longer require the credit line / we are restructuring our debt].

Regarding the closure of this facility, please find the following details:

- **Outstanding Balance:** We request a final payoff statement including any accrued interest and fees up to the effective date.
- **Repayment:** [Select one: We have enclosed a check for the full amount / Please debit our account [Account Number] for the final balance].
- **Security/Collateral:** Upon full repayment, please provide the necessary documentation to confirm the release of any liens or security interests held against our assets.

Please acknowledge receipt of this cancellation request in writing and provide confirmation once the facility has been officially closed and all obligations are discharged.

Thank you for your cooperation and the services provided to date.

Sincerely,

[Signature]

[Printed Name]  
[Authorized Designation]