

**Date:** [Insert Date]

**To:** [Bank Name]

**Address:** [Bank Branch Address]

**Attn:** [Letter of Credit Department / Contact Person]

**Subject: Request for Immediate Cancellation of Letter of Credit No: [Insert LC Number]**

Dear Sir/Madam,

We, [Your Company Name], hereby formally request the immediate cancellation of the irrevocable Letter of Credit (LC) referenced below:

- **LC Reference Number:** [Insert Number]
- **Date of Issue:** [Insert Date]
- **Beneficiary:** [Insert Beneficiary/Seller Name]
- **LC Amount:** [Insert Currency and Amount]

This cancellation request is due to a commercial trade dispute between the Applicant ([Your Company Name]) and the Beneficiary ([Beneficiary Name]). Specifically, [briefly state reason: e.g., failure to deliver goods, breach of contract terms, or mutual agreement to terminate].

Attached to this letter, please find the following documentation to support this request:

- A copy of the original Letter of Credit.
- [Optional: Written consent from the Beneficiary agreeing to the cancellation].
- [Optional: Evidence of the trade dispute or breach of contract].

We understand that the cancellation of an irrevocable Letter of Credit typically requires the consent of the Beneficiary. We authorize you to contact the Beneficiary's bank to confirm their agreement to this cancellation and the release of any underlying collateral or credit lines associated with this instrument.

Please confirm in writing once the cancellation is processed and advise us of any applicable bank charges or fees to be settled.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Name]

[Your Title/Position]

[Your Company Name]