

Date: [Insert Date]

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

Subject: Request for Cancellation of Letter of Credit - Expired Shipment Period

Dear Sir/Madam,

We are writing to formally request the cancellation of the following Letter of Credit (LC) issued by your bank:

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

The reason for this cancellation is that the shipment period specified in the LC terms has expired, and the beneficiary has failed to perform the shipment within the stipulated timeframe. No documents have been presented for negotiation, and we no longer require the credit to remain open.

We kindly request you to:

1. Cancel the aforementioned Letter of Credit in your records.
2. Notify the advising/confirming bank of this cancellation.
3. Release any collateral or credit limits held against this LC back to our account.

Please find attached the original Letter of Credit (if applicable) and the written consent from the beneficiary for this cancellation (if already obtained).

Please confirm once the cancellation process is complete and inform us of any applicable bank charges.

Thank you for your prompt attention to this matter.

Sincerely,

[Authorized Signature]
[Printed Name]
[Company Name]
[Account Number]