

[Date]

[Recipient Name / Bank Name]

[Department, e.g., Letter of Credit / Trade Finance Department]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Force Majeure and Request for Annulment of Letter of Credit

Letter of Credit Number: [LC Number]

Issuance Date: [Date of Issue]

Applicant: [Your Company Name]

Beneficiary: [Beneficiary Company Name]

Amount: [Currency and Amount]

Dear Sir/Madam,

We are writing to formally notify you of a Force Majeure event as defined under [Section/Clause Number] of our agreement dated [Contract Date] and in accordance with international commercial standards.

The event, specifically [describe the event, e.g., natural disaster, war, government prohibition], occurred on [Date] and has rendered the fulfillment of the underlying contractual obligations impossible. As a result of this unforeseeable and uncontrollable circumstance, the transaction associated with the above-referenced Letter of Credit cannot be completed.

Consequently, we hereby request the immediate annulment and cancellation of Letter of Credit No: [LC Number]. We further request that any outstanding credit limits be restored to our account and that any associated collateral be released, subject to the standard banking fees for cancellation.

We have simultaneously notified the Beneficiary of this Force Majeure event and the subsequent cancellation of this credit instrument. Please find attached [list supporting documents, e.g., government certificates or notices] as evidence of the event.

Please confirm receipt of this notice and provide written confirmation once the annulment process is complete.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Job Title]

[Your Company Name]