

Date: [Insert Date]

To:  
The Manager,  
[Bank Name],  
[Branch Name],  
[City/Country]

**Subject: Request for Surrender of Import Letter of Credit No: [LC Number]**

Dear Sir/Madam,

We are writing to formally request the surrender and cancellation of the following Import Letter of Credit issued by your bank:

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

The reason for this surrender is [State Reason, e.g., cancellation of contract, shipment delay, or alternative payment arrangement].

We have enclosed the original Letter of Credit instrument (including all amendments, if any) with this letter. We confirm that no drawings have been made against this LC and that the beneficiary has provided their written consent for this cancellation (attached).

Please proceed to:

1. Cancel the aforementioned Letter of Credit in your records.
2. Release any collateral or cash margin held against this LC to our account number [Insert Account Number].
3. Notify the advising/confirming bank regarding this cancellation.

Please debit any applicable cancellation charges or communication fees from our account number [Insert Account Number].

Thank you for your prompt assistance.

Yours faithfully,

[Authorized Signature]  
[Name and Title]  
[Company Name/Seal]