

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

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

RE: Cancellation of Irrevocable Letter of Credit #[LC Number]

To the Letter of Credit Department,

This letter serves as formal notification that the underlying contract dated [Contract Date] between [Your Company Name] and [Beneficiary Name] has been terminated by mutual agreement / completion of obligations.

Consequently, we hereby request the immediate cancellation of Letter of Credit number [LC Number] issued on [Issuance Date] in the amount of [Amount].

Please find attached the following supporting documentation:

- The original Letter of Credit document (if required).
- A signed release statement from the Beneficiary consenting to this cancellation.
- The Notice of Termination for the underlying contract.

We request that you confirm the cancellation in writing and provide a final statement regarding any remaining fees or the release of collateral associated with this instrument.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Name]
[Your Title]

Beneficiary Consent (Optional)

By signing below, [Beneficiary Name] agrees to the cancellation of Letter of Credit #[LC Number] and waives all rights to draw upon it.

Signed: _____ Date: _____