

[Date]

To,
The Branch Manager,
[Bank Name],
[Branch Address]

Subject: Request for Closure of Letter of Credit (LC) and Release of Unutilized Balance

Dear Sir/Madam,

We request you to close the following Letter of Credit issued by your bank:

- **LC Number:** [Insert LC Number]
- **LC Date:** [Insert Date of Issue]
- **LC Amount:** [Insert Original Amount]
- **Beneficiary Name:** [Insert Beneficiary Name]
- **Unutilized Balance:** [Insert Remaining Amount]

We confirm that all transactions against this LC have been completed, and no further drawings will be made. The original LC instrument is attached herewith / has been returned by the beneficiary.

Kindly close the said LC in your records and credit the unutilized balance, along with any associated cash margin or security deposit held, to our account number [Insert Account Number].

Please provide us with a confirmation once the closure process is complete.

Thanking you,

Yours faithfully,

[Authorized Signatory Name]
[Designation]
[Company Name/Stamp]