

[Your Company Name]
[Your Company Address]
[Date]

[Bank or Insurance Company Name]
[Branch Address]
[City, State, Zip Code]

Subject: Request for Cancellation of Bid Bond Guarantee

Dear Sir/Madam,

We are writing to formally request the cancellation and release of the following Bid Bond Guarantee issued by your institution:

- **Bond Number:** [Insert Bond Number]
- **Guarantee Amount:** [Insert Amount]
- **Beneficiary:** [Insert Name of Tendering Authority/Client]
- **Project Name:** [Insert Project Name/Tender Reference]
- **Issue Date:** [Insert Date of Issue]

This request is made because (select one):

- The contract for the above-mentioned project has been awarded to our company and replaced by a Performance Bond.
- The tender process has been completed, and we were not the successful bidder.
- The tender has been cancelled by the beneficiary.

We have enclosed the original Bid Bond document herewith for your records. Please confirm the cancellation of this guarantee and ensure that any associated collateral or limits are released to our account.

Thank you for your prompt attention to this matter.

Sincerely,

[Signature]
[Your Name]
[Your Designation]
[Contact Number]