

**Date:** [Insert Date]

**To:**

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

**Subject: Cancellation and Release of Retention Money Guarantee No. [Insert Guarantee Number]**

Dear Sir/Madam,

We, [Your Company Name], hereby formally request the cancellation and discharge of the Retention Money Guarantee issued by your bank, details of which are provided below:

- **Guarantee Number:** [Insert Guarantee Number]
- **Issue Date:** [Insert Date of Issue]
- **Guarantee Amount:** [Insert Currency and Amount]
- **Beneficiary Name:** [Insert Name of the Client/Employer]
- **Project Name/Contract Ref:** [Insert Project Name or Contract Number]

The obligations under the aforementioned contract have been successfully fulfilled, and the maintenance/defects liability period has expired. Consequently, the Beneficiary has released us from further liability regarding this retention amount.

Attached to this letter is the **Original Guarantee Document** [and/or a Release Letter from the Beneficiary, if applicable].

Please confirm the cancellation of this guarantee in your records and ensure that any collateral or limits held against this facility are released immediately.

Thank you for your prompt attention to this matter.

Yours faithfully,

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[Authorized Signature]

[Name and Title]

[Company Name]