

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

[Name of Excise Authority/Customs Office]  
[Department Name]  
[Address]  
[City, State, Zip Code]

**Subject: Request for Cancellation of Excise Guarantee**

Dear Sir/Madam,

We are writing to formally request the cancellation and release of the following excise guarantee held by your office:

- **Guarantee Reference Number:** [Insert Number]
- **Guarantee Amount:** [Insert Amount]
- **Issue Date:** [Insert Date]
- **Bank Name (if applicable):** [Insert Bank Name]
- **Excise License/Registration Number:** [Insert Number]

This request is being made because [Reason for cancellation: e.g., the business has ceased operations, the guaranteed obligations have been fulfilled, or a new guarantee has been provided].

We confirm that all relevant excise duties and liabilities associated with this guarantee have been settled in full. Please find attached [List any supporting documents, e.g., final returns, proof of payment, or the original guarantee certificate].

We kindly request you to issue a discharge or release letter to [our company / the issuing bank] at your earliest convenience.

Thank you for your assistance in this matter. Please contact us at [Phone Number] or [Email Address] if you require further information.

Sincerely,

[Signature]

[Printed Name]  
[Title/Position]  
[Company Stamp]