

[Current Date]

[Name of Administrative Agent]

[Department Name]

[Address Line 1]

[Address Line 2]

[City, State, Zip Code]

RE: Notice of Cancellation of Guarantee - [Loan Agreement Reference/ID]

Dear [Name of Contact Person],

This letter serves as formal notice to [Name of Administrative Agent], in its capacity as Administrative Agent for the Lenders under the [Name of Credit Agreement] dated [Date of Agreement] (the "Agreement"), that [Name of Guarantor] (the "Guarantor") hereby requests the cancellation and release of its guarantee regarding the aforementioned syndicated loan facility.

This cancellation is requested based on the following grounds:

- [Reason 1: e.g., Full repayment of the underlying obligation]
- [Reason 2: e.g., Expiration of the guarantee period]
- [Reason 3: e.g., Substitution of collateral as per Section X of the Agreement]

Pursuant to the terms of the Agreement, we kindly request that the Administrative Agent executes the necessary release documentation and confirms that the Guarantor is discharged from all further liabilities and obligations under the Guarantee effective as of [Requested Effective Date].

Please provide written confirmation of the processing of this cancellation and return any original guarantee documents held by the Agent.

Should you require further documentation or information to facilitate this request, please contact [Contact Name] at [Phone Number/Email].

Sincerely,

[Signature]

[Printed Name]

[Title]

[Company/Guarantor Name]

CC: [List of involved Lenders or Legal Counsel]