

Formal Cancellation Application

Subject: Request for Division Cancellation - L/C [Number], Division [X]

Dear Credit Administrator,

We formally request the cancellation of Division [X] under the referenced divisible letter of credit due to changed business circumstances. This division, originally allocated \$[Amount], is no longer required for our transaction.

The cancellation stems from [Brief Reason: supplier withdrawal/contract modification/business restructuring]. All affected parties have been notified and consent to this cancellation.

Please process the following:

- Cancel Division [X] effective immediately
- Release any blocked funds back to the master credit
- Update division records and beneficiary notifications
- Provide written confirmation of cancellation

We request that the released funds remain available for potential reallocation to other divisions if needed. No fees should be charged for this administrative adjustment.

Please confirm receipt of this request and provide expected processing timeline.

Respectfully,

[Your Name]

[Authority Title]

[Company Information]

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