

Letter of Credit Cancellation Request

Subject: Request for Cancellation of Letter of Credit

Dear Sir/Madam,

I am writing in reference to Letter of Credit No. LC-321 issued on February 20, 2025, in favor of Horizon Supplies Ltd. Due to unforeseen circumstances, the purchase agreement has been mutually cancelled with the supplier.

Therefore, we kindly request the cancellation of the above LC and release of the blocked margin amount. We have enclosed the supplier's written confirmation of cancellation for your records.

Please proceed with the necessary steps and confirm once the LC has been officially cancelled.

Yours faithfully,

[Your Name]

[Your Position]

[Your Company Name]

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