

BANK GUARANTEE CANCELLATION REQUEST LETTER

To,

Date: _____

The Manager,
CSB Bank Ltd.

_____ Branch

Sub: Cancellation of Bank Guarantee Ref no. _____

I/We hereby request you to cancel the bank guarantee as per the following details,

Particulars	Details
Bank Guarantee ref no.	
Beneficiary Name	
Bank Guarantee Amount	

We hereby authorise you to debit our Account No. _____
to recover Bank Guarantee Cancellation Charges / Commission.

We hereby irrevocably and unconditionally agree to indemnify and hold CSB Bank, at all times, fully harmless from and against any and all delays, charges, costs, expenses, claims, liabilities, losses, or penal interest of whatever nature that may arise, result from, or be attributable to the cancellation of the Bank Guarantee pursuant to the internal compliance checks or related due-diligence procedures of the Beneficiary. We further acknowledge that such actions by the Beneficiary are beyond the control of CSB Bank, and accordingly, we undertake that no responsibility, obligation, or liability shall accrue to CSB Bank in relation thereto.

Your Faithfully,

For _____

Authorised signatory_____
Company Stamp / Seal

Note: Kindly arrange to submit below documents along with the Cancellation request letter.

1. Original Bank Guarantee & Amendments / Extensions
2. Original Discharge Letter issued by Beneficiary