

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Bank Name]  
[Bank Address]  
[City, State, ZIP Code]

Subject: Request for Cancellation of Demand Draft

Dear [Bank Manager's Name],

I am writing to formally request the cancellation of a demand draft issued by your bank. Below are the details of the demand draft:

- Demand Draft Number: [DD Number]
- Amount: [DD Amount]
- Date of Issuance: [Issuance Date]
- Issued in Favor of: [Beneficiary Name]

Due to [reason for cancellation], I would like to request the cancellation of the above-mentioned demand draft. I understand that any applicable cancellation fees will be processed as per bank policy.

Please find enclosed a copy of the demand draft and a valid identification document for your reference.

I would appreciate your prompt attention to this matter and confirm the cancellation at your earliest convenience.

Thank you for your assistance.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]