

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

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Request for Cancellation of Demand Draft

Dear [Bank Manager's Name],

I am writing to request the cancellation of a Demand Draft (DD) issued by your bank. Below are the details of the Demand Draft:

- DD Number: [DD Number]
- Amount: [Amount]
- Date of Issue: [Date of Issue]
- Issued in favor of: [Beneficiary Name]

The reason for the cancellation is [brief explanation of the reason, e.g., "the beneficiary has informed me that the payment is no longer required"].

I kindly request you to process this cancellation at your earliest convenience. If any further information is needed, please feel free to contact me.

Thank you for your attention to this matter.

Sincerely,

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