

[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 hope this letter finds you well.

I am writing to formally request the cancellation of a Demand Draft that was issued on [issue date], with the following details:

- Demand Draft Number: [DD Number]
- Amount: [Amount]
- Payee Name: [Payee's Name]

Due to [reason for cancellation], I would like to initiate the process for cancellation and request your assistance in this matter.

Please let me know if there are any forms or additional information required to complete this process. I appreciate your prompt attention to my request.

Thank you for your cooperation.

Sincerely,

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