

[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 Sir/Madam,

I hope this letter finds you well. I am writing to formally request the cancellation of a Demand Draft that I issued on [Date of Issue] with the following details:

- Demand Draft Number: [DD Number]
- Amount: [Amount]
- Issued in favor of: [Beneficiary Name]

Due to [reason for cancellation], I kindly request that you process this cancellation at your earliest convenience. I have enclosed a copy of the Demand Draft along with this letter for your reference.

Please confirm the cancellation and any further steps I need to take to complete this request. Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]