[Name of Recipient]

[Designation of Recipient]

[Name of the Bank]

Date:

[Sender’ Name]

[Sender’s Address]

**Subject: Bond Cancellation Letter**

Dear Mr./Mrs. [name of the Recipient],

This is to request your bank, [name of the Bank] to cancel the bond related to the property located in [address of the Property], listed under the account number, [mention account number], as I am willing to sell the said property very soon.

This letter serves as a 90 days official notice of bond cancellation. It is my humble request to you to please proceed immediately with all the legal and financial procedures required to complete the cancellation of bond.

Thanking you!

Yours Sincerely,

[Sender Name]

[Sender Signature]

[Sender Contact Details]