**Bond Cancellation Letter Template**

[Your Name]   
[Your Job Title]   
[Your Address]   
[Your Contact Information]   
  
[Date]   
  
[Bank Name]   
[Recipient's Job Title]   
[Bank's Name]   
[Address]

Respected Mr. [Name],

I would like to request from your bank to cancel the bond related to the property located in [property address], listed under account number [xxxxxxxxxx], as I am willing to sell the property soon.

This letter serves as a 90 days official notice of bond cancellation. Please proceed with all legal and financial procedures required to complete the bond cancellation.

Sincerely,   
  
Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
  
  
Property and Bond Holder Details:   
Account Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Bond Holder Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Property Name and Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Property Ref Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_