

DD Cancellation Request to the Bank

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

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

Subject: Request for Demand Draft (DD) Cancellation

Dear [Bank Manager's Name],

I trust this letter finds you well. I am writing to request the cancellation of a Demand Draft issued by your esteemed bank. The details of the Demand Draft are as follows:

- **DD Number:** [DD Number]
- **Amount:** [Amount]
- **Date of Issue:** [Date of Issue]
- **Payee Name:** [Payee Name]

Due to unforeseen circumstances, I am unable to proceed with the intended transaction for which the Demand Draft was issued. Therefore, I kindly request the cancellation of the mentioned DD.

I understand that there may be charges associated with DD cancellation, and I am prepared to comply with any applicable fees. Please guide me through the necessary steps and provide any forms or documentation required for the cancellation process.

I appreciate your prompt attention to this matter and kindly request that the cancelled amount be credited back to my account at the earliest convenience.

Thank you for your cooperation. I look forward to your guidance to ensure a smooth and timely cancellation.

Sincerely,

[Your Full Name]
[Your Account Number]

