

## DD Cancellation Letter to Bank Manager

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

[Bank Manager's Name] [Bank's Name] [Branch Address] [City, State, ZIP Code]

Subject: Demand Draft (DD) Cancellation Request

Dear [Bank Manager's Name],

I trust this letter finds you well. I am writing to formally request the cancellation of a Demand Draft (DD) issued from my account with [Bank's Name]. The details of the DD are as follows:

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

Due to [provide a brief reason for the cancellation], I kindly request your assistance in canceling the mentioned DD and crediting the corresponding amount back to my account.

I understand that there may be applicable charges for the DD cancellation, and I am willing to fulfill any necessary requirements or provide additional information to facilitate the process. Please guide me on the steps involved and any documentation needed from my end.

I appreciate your prompt attention to this matter and request confirmation of the DD cancellation once completed.

Thank you for your cooperation.

Sincerely,

[Your Full Name] [Your Signature - if sending a hard copy]