DATE

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**Re: Revoking future obligations under a continuing guarantee**

Dear [CONTACT NAME],

The continuing guarantee that is being referred to is dated [DATE of GUARANTEE] and was given to us by [BANK], pursuant to which ongoing obligations of [NAME OF OBLIGOR WHOSE INDEBTEDNESS WAS GUARANTEED] were guaranteed.

We are terminating all future obligations under the aforementioned Guarantee and this is effective from [DATE OF TERMINATION OF OBLIGATIONS UNDER GUARANTEE].

This termination notice is given to you in accordance with the terms and conditions of the Guarantee.

Please contact me if there are any issues.

Sincerely,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]