

Sample request letter to bank to release, return, and discharge of guarantee and closing of account

Subject: Release and Return of Bank Guarantee

[Date]

[Recipient Name]

[Bank Name]

[Address]

Dear [Recipient Name],

On [some date], we agreed to secure funds with a value of [guarantee amount] as a guarantee towards [some commitment] until our credit history meets the minimum requirements.

After your recent review of our credit facility, we would like to kindly request your bank to release, return and make the guarantee funds available for direct withdrawal from our account.

Thank you very much,

Sincerely,

Bank Guarantee Reference Number: _____

Date of Issue: _____

Account Number: _____

Name of Beneficiary: _____

Beneficiary Account Number: _____

Thank you for your cooperation.

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