

Request Letter for Release, Return and Closing of Bank Guarantee

Subject: Release and Return of Bank Guarantee

[Date]

[Recipient Name]

[Bank Name]

[Address]

Dear [Recipient Name],

Your bank is currently holding an amount of [guaranteed amount] under our bank account [bank account number] provided to secure our obligations towards [bank or company name].

We hereby request from you to release of the guarantee and return / discharge the funds to our account and to make the above amount available for withdrawal.

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.

Get more templates here:

<https://www.lettersandtemplates.com/letters/bank-guarantee-cancellation-letter>