

Bank Guarantee Release Letter to Bank

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Today's Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Subject: Request for Release of Bank Guarantee

Dear Sir/Madam,

I am writing this letter to formally request the release of a bank guarantee that was issued on [date] for the amount of [amount in currency] in favor of [beneficiary's name]. The bank guarantee was provided to ensure the fulfillment of [purpose of the bank guarantee, e.g., a contract, project, or other obligations].

I am pleased to inform you that all contractual obligations have been satisfactorily completed, and the terms and conditions of the underlying agreement have been duly fulfilled. As a result, there is no longer a need for the bank guarantee to be held.

Details of the Bank Guarantee:

- Bank Guarantee Number: [insert bank guarantee number]
- Beneficiary's Name: [beneficiary's name]
- Amount: [amount in currency]
- Expiry Date: [expiry date of the bank guarantee]

I kindly request you to proceed with the necessary formalities to release the funds associated with the bank guarantee back to my account as soon as possible. I have attached all the relevant

documents and certificates that confirm the successful completion of the obligations under the original agreement.

Please find the following documents enclosed with this letter:

1. Copy of the original bank guarantee
2. Proof of completion of the contractual obligations
3. Any additional supporting documents

I understand that there might be certain procedures and requirements for the release of the bank guarantee, and I assure you that I am ready to fulfill any necessary obligations or provide any further documentation that may be needed to facilitate the prompt release of the funds.

If you require any further information or have any questions regarding this request, please do not hesitate to contact me at the provided contact details.

I sincerely appreciate your prompt attention to this matter and your cooperation in releasing the bank guarantee. I look forward to receiving your positive response at the earliest convenience.

Thank you for your assistance.

Yours faithfully,

[Your Name]