

Informal Email Request for Guarantee Release

Subject: Release of Bank Guarantee [Guarantee Number]

Hi [Bank Officer Name],

Hope you're doing well! I am writing to request the release of our bank guarantee [Guarantee Number]. The project is completed, and all obligations have been fulfilled. Please let me know if any additional documents are required from our side.

Thanks for your help!

Best regards,

[Your Name]

[Your Position]

[Company Name]

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