

# Bank Guarantee Renewal Request Letter to Bank

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear Sir/Madam,

Subject: Request for Renewal of Bank Guarantee

I hope this letter finds you well. I am writing to formally request the renewal of our existing bank guarantee with your esteemed institution. Our current bank guarantee, dated [original issue date], is set to expire on [expiry date], and we kindly ask for your assistance in extending its validity for an additional period.

Details of the existing Bank Guarantee:

- Bank Guarantee Number: [BG number]
- Issuing Bank: [Name of issuing bank]
- Amount: [Guarantee amount in currency and figures]
- Beneficiary: [Name of the beneficiary and their address]

We have been extremely satisfied with the services provided by [Bank Name], and your support has been instrumental in facilitating our business operations. The current bank guarantee has allowed us to enter into various contracts and establish credibility with our customers and partners.

In light of our continued business activities and commitments, we require the bank guarantee to remain in effect for an extended period. We kindly request your assistance in renewing the bank

guarantee for a duration of [requested renewal period], starting from [proposed start date]. Please find attached all the necessary documentation required for the renewal process.

We assure you that all terms and conditions of the original bank guarantee will remain unchanged during the renewal period. As per our agreement, we understand that any necessary fees associated with the renewal will be deducted from our account promptly upon your notification.

If there are any additional documents or information required for the renewal process, please let us know as soon as possible, and we will provide them promptly to expedite the process.

We would be grateful if you could acknowledge receipt of this letter and confirm the commencement of the renewal process. Kindly keep us updated on the status of the renewal until its successful completion.

Thank you for your attention to this matter. We look forward to your positive response and a continued fruitful relationship with [Bank Name].

Should you have any questions or require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Title/Position - optional]

[Company Name - if applicable]