

Formal renewal request

Subject: Request for Renewal of Bank Guarantee

Dear Sir/Madam,

I am writing to formally request the renewal of our Bank Guarantee No. [reference number], issued in favor of [beneficiary name], which is set to expire on [expiry date].

We kindly request that the guarantee be renewed for an additional period of [duration, e.g., one year], with the same terms and conditions unless otherwise advised by the bank. Please find attached the relevant documents and authorization required for the renewal process.

We would appreciate it if the renewal could be processed before the expiry date to ensure continuity and compliance with our contractual obligations.

Thank you for your prompt attention to this matter.

Yours faithfully,

[Your Name]

[Designation]

[Company Name]

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