

Provisional renewal request

Subject: Provisional Request for Bank Guarantee Renewal

Dear Sir/Madam,

We wish to request a provisional renewal of our Bank Guarantee No. [reference number] in favor of [beneficiary]. While our internal approvals are still under process, we kindly request the bank to consider extending the validity of the guarantee until [provisional date].

This step is necessary to ensure that no disruption occurs in our contractual commitments. Once our board approvals are finalized, we will issue the final confirmation for full renewal.

Thank you for your support and cooperation.

Sincerely,

[Your Name]

[Designation]

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