

Official corporate request

Subject: Corporate Request for Bank Guarantee Renewal

Dear [Bank Manager's Name],

On behalf of [Company Name], we formally request the renewal of Bank Guarantee No. [reference number], originally issued on [issue date] in favor of [beneficiary name], for the amount of [amount].

We request the renewal to extend until [new expiry date] under the same terms and conditions.

Please find enclosed the necessary board resolution and authorization documents to proceed with this request.

We appreciate your cooperation in ensuring seamless renewal within the stipulated timelines.

Sincerely,

[Authorized Signatory]

[Designation]

[Company Name]

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