

Official Bank Guarantee Request Letter for Advance Payment

Subject: Request for Advance Payment Bank Guarantee

Dear [Bank Manager's Name],

We are writing to request an advance payment bank guarantee as per the terms of our agreement with [Client Name]. The guarantee amounting to [Amount] must be issued in favor of [Beneficiary Name] and should remain valid until [Date].

This guarantee is required to secure the advance payment of [Amount] being released by our client.

We request your bank to kindly issue this guarantee at the earliest convenience and debit any applicable charges from our account [Account Number].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Position]

[Company Name]

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