

Formal Bank Guarantee Request Letter

Subject: Request for Issuance of Bank Guarantee

Dear [Bank Manager's Name],

I am writing to formally request the issuance of a bank guarantee in favor of [Beneficiary Name] for the amount of [Amount with currency]. This guarantee is required as part of the contractual obligations we have agreed upon for the project [Project/Contract Name].

We request the guarantee to be valid until [End Date], and in accordance with the terms specified in the contract. All charges related to this guarantee may be debited from our account [Account Number].

Please let us know if any further documentation or formalities are required to process this request.

We would appreciate your prompt action to ensure compliance with the contractual deadlines.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

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