

Bank Guarantee Request Email for Tender Participation

Subject: Request for Tender Participation Bank Guarantee

Dear [Bank Officer's Name],

I hope this message finds you well. Our company has applied to participate in the tender floated by [Tender Authority Name]. As a prerequisite for submission, we are required to provide a bank guarantee for the amount of [Amount].

We kindly request your assistance in issuing the guarantee by [Deadline Date], so we may complete the tender submission process in time. The beneficiary details are as follows: [Beneficiary Information].

Please confirm the documents you require from our side so that we can provide them without delay.

Best regards,

[Your Name]

[Company Name]

Get more templates here:

<https://www.lettersandtemplates.com/letters/bank-guarantee-request-letter>