

Request Letter for Performance Bank Guarantee

Subject: Request for Performance Bank Guarantee

Dear [Bank Manager's Name],

We are pleased to inform you that our company has been awarded the contract for [Project Name] by [Client Name]. As per the terms of the contract, we are required to furnish a performance bank guarantee amounting to [Amount].

We request your bank to kindly issue the performance guarantee valid until [Validity Date], in favor of [Beneficiary Name]. Please deduct the related charges from our current account [Account Number].

We have enclosed the necessary contract documents for your reference. Kindly process our request at the earliest to ensure smooth compliance with the client's requirements.

Thank you for your continued support.

Sincerely,

[Your Name]

[Designation]

[Company Name]

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