

Request for Extension of Bank Guarantee

Subject: Request for Extension of Bank Guarantee

Dear [Bank Manager's Name],

We are writing to request an extension of the bank guarantee originally issued on [Date] for [Amount] in favor of [Beneficiary Name]. The current guarantee is set to expire on [Expiry Date], but due to project delays, it needs to be extended until [New Date].

Kindly confirm the requirements for processing this extension and update us on any additional charges that may apply.

Your prompt assistance will be greatly appreciated.

Sincerely,

[Your Name]

[Position]

[Company Name]

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