Request for Bank Guarantee Facility for Construction Project Contract

Subject: Request for Bank Guarantee Facility

Dear [Bank Manager's Name],

I am writing to request a bank guarantee facility on behalf of [Company Name] to support our participation in [Project Name/Tender]. We have been awarded a contract valued at [Amount] with [Client Name], and as per the contractual requirements, we need to provide a bank guarantee amounting to [Guarantee Amount], representing [Percentage]% of the contract value.

Our company has maintained a satisfactory banking relationship with your esteemed institution for [Number] years, with our current account number [Account Number]. We have consistently maintained healthy account balances and have successfully completed previous transactions without any defaults.

The bank guarantee is required to be valid from [Start Date] to [End Date], and should be issued in favor of [Beneficiary Name and Address]. The guarantee will serve as a performance guarantee to ensure the successful completion of our contractual obligations.

We have enclosed the following documents for your review: company registration certificate, financial statements for the last three years, the contract agreement, board resolution authorizing this request, and our latest income tax returns.

We request you to process this application at the earliest and advise us on the necessary charges, margin requirements, and any collateral needed. We are prepared to fulfill all requirements promptly to expedite the issuance.

Thank you for your continued support and cooperation.

Yours sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

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