Urgent Request for Bank Guarantee Extension

Subject: Urgent Request for Extension of Bank Guarantee No. [Guarantee Number]

Dear [Bank Manager's Name],

I urgently write to request an extension of our existing bank guarantee (Reference No. [Guarantee Number]) which is scheduled to expire on [Expiration Date]. Due to unforeseen circumstances and project delays beyond our control, including [brief reason such as weather conditions, regulatory delays, or client-requested modifications], the project completion has been extended by [Duration].

Our client, [Client Name], has agreed to the extension and has issued a revised contract timeline extending the completion date to [New Date]. Consequently, we require the bank guarantee to be extended until [New Expiration Date] to align with the revised contractual obligations.

The current guarantee amount of [Amount] will remain unchanged, and we are willing to pay any additional charges associated with this extension. We understand the time-sensitive nature of this request and are prepared to provide any supplementary documentation immediately.

Given that the current guarantee expires in [Number] days, I would greatly appreciate your expedited review and approval of this extension request. Please confirm receipt of this letter and advise on the next steps at your earliest convenience.

All supporting documents, including the contract amendment and client correspondence, are attached for your reference.

Thank you for your prompt attention to this urgent matter.

Yours sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

Get more templates here:

https://www.lettersandtemplates.com/letters/request-letter-for-bank-guarantee-facility