

Formal Request for Bid Bond Guarantee

Subject: Application for Bid Bond Guarantee

Dear Sir/Madam,

We, [Company Name], hereby formally request the issuance of a bid bond guarantee to participate in the tender process for [Project Description] floated by [Tendering Authority Name].

The tender requires all bidders to submit a bid bond of [Amount or Percentage of Bid Value] as earnest money to demonstrate our serious intent and financial capability. The bid bond must be valid from [Submission Date] until [Validity Period], and should be issued in the prescribed format as specified in the tender documents.

Our company specializes in [Business Area] and has successfully executed similar projects worth over [Total Value] in the past [Number] years. We maintain adequate working capital and have the technical expertise required for this project.

As a valued customer of your bank since [Year], with account number [Account Number], we request your support in issuing this bid bond guarantee. We are prepared to provide the required margin money of [Percentage]% and any collateral security as per your bank's policies.

Enclosed please find: tender document copy, our company profile, audited financial statements, list of ongoing projects, and board resolution authorizing this application.

We kindly request expedited processing as the bid submission deadline is [Date]. Please inform us of any additional requirements or documentation needed.

We look forward to your favorable response.

Yours faithfully,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

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