

Request for Advance Payment Guarantee (Simple Format)

Subject: Request for Advance Payment Guarantee

Dear [Bank Manager's Name],

I hope this message finds you well. I am writing to request an advance payment guarantee for our project with [Client Name].

We have secured a contract for [Brief Project Description] valued at [Contract Amount]. The contract provisions allow us to receive an advance payment of [Amount], which constitutes [Percentage]% of the total contract value. However, the client requires us to furnish a bank guarantee equivalent to the advance payment amount before releasing the funds.

The guarantee should be valid for [Duration/Period] and issued in favor of [Beneficiary Details]. We have maintained our business account [Account Number] with your branch and have a clean transaction history.

Could you please guide us through the application process and inform us about the margin requirements, processing fees, and expected timeline for issuance? We are ready to submit all necessary documentation promptly.

Thank you for your assistance. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

Get more templates here:

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