

Request for Customs Duty Guarantee

Subject: Application for Customs Duty Bank Guarantee

Dear [Bank Manager's Name],

We are writing to request a bank guarantee facility to cover customs duty obligations for our import transactions. [Company Name] regularly imports [Type of Goods] from [Country/Countries], and we require a standing bank guarantee to facilitate smoother customs clearance processes.

As per customs regulations, we need a bank guarantee of [Amount] to defer payment of customs duties while goods undergo clearance procedures. This arrangement will significantly improve our working capital management and operational efficiency.

Our import volume averages [Amount/Quantity] per [Month/Quarter/Year], and we have been engaged in import business for [Duration]. We are registered importers with IEC Code [Code Number] and have a consistent track record of duty payments.

We request this guarantee to be issued in favor of [Customs Authority Name and Address] and remain valid for a period of [Duration], with provision for periodic renewal. We understand that adequate collateral and margin requirements will apply, and we are prepared to meet all necessary conditions.

Enclosed are our import licenses, company registration documents, recent import invoices, financial statements, and tax compliance certificates.

We would appreciate a meeting to discuss the terms, conditions, and documentation requirements in detail. Please let us know your convenient time.

Thank you for considering our application.

Yours sincerely,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

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