Quick Email Request for Bank Guarantee (Existing Client)

Subject: Bank Guarantee Request - Urgent

Hi [Bank Manager's Name],

Hope you're doing well! I need your help with a bank guarantee for a new project opportunity.

We need a [Type of Guarantee] for [Amount] in favor of [Beneficiary Name]. The guarantee should be valid from [Start Date] to [End Date]. This is for our contract with [Client Name] - account number [Account Number] as usual.

Can you let me know what documents you need and how quickly we can get this done? The client needs this by [Deadline Date].

I'll call you tomorrow to discuss the details, but wanted to give you a heads up. All our collateral documents are ready.

Thanks a lot!

[Your Name]

[Company Name]

[Contact Number]

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