Request for Financial Guarantee for International Trade

Subject: Application for International Trade Bank Guarantee

Dear [Bank Manager's Name],

[Company Name] seeks to establish a bank guarantee facility to support our expanding international trade operations. We have been presented with a significant business opportunity to supply [Products/Services] to [International Client Name], a reputed company based in [Country].

The overseas buyer requires a financial bank guarantee of [Amount in Foreign Currency] equivalent to approximately [Amount in Local Currency] at current exchange rates. This guarantee serves as security for the buyer against non-performance or delivery failures on our part.

The guarantee should be issued through your correspondent banking network and delivered to [Foreign Bank Name and Address] for the benefit of [Beneficiary Name]. The validity period required is [Duration] from the date of issuance, covering the manufacturing, shipment, and delivery timeline.

As an exporter registered with [Export Authority], holding license number [License Number], we have successfully fulfilled international orders worth [Total Export Value] over the past [Number] years. Our export documentation is in order, and we maintain LC facilities with your bank.

We propose to provide collateral in the form of [Collateral Details] and maintain the required margin as per your international banking guidelines. Could you please advise on the SWIFT charges, foreign correspondence fees, and any other applicable costs?

Please find enclosed: export order copy, company registration and export license, buyer's bank details, past export invoices, and audited balance sheets.

Given the international nature and time zones involved, we request priority processing. I am available for a detailed discussion at your convenience.

Thank you for facilitating our global business growth.

Yours faithfully,

[Your Name]

[Your Designation]

[Company Name]

[Contact Information]

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