

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Bank Name]
[Bank Branch Address]
[City, State, Zip Code]

Subject: Confirmation of Status for Expired Bank Guarantee No: [Guarantee Number]

Dear Sir/Madam,

We are writing to formally request a status confirmation regarding the Bank Guarantee issued by your branch, details of which are provided below:

- **Guarantee Number:** [Insert Number]
- **Applicant Name:** [Your Company Name / Applicant Name]
- **Beneficiary Name:** [Beneficiary Name]
- **Expiry Date:** [Insert Expiry Date]
- **Amount:** [Insert Currency and Amount]

According to our records, the aforementioned Bank Guarantee expired on [Insert Expiry Date]. We kindly request you to provide a written confirmation stating that:

1. The Bank Guarantee has officially expired and is no longer valid.
2. No claims have been lodged against this guarantee as of the expiry date.
3. The bank has discharged all liabilities under this specific instrument.

Please find attached a copy of the expired Bank Guarantee for your reference. Should there be any outstanding administrative requirements to close this file, please let us know at your earliest convenience.

Thank you for your prompt assistance in this matter.

Yours faithfully,

[Signature]
[Print Name]
[Job Title/Position]