

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

To: [Applicant Name]  
[Applicant Address]  
[City, State, Zip Code]

**Subject: Advice of Acceptance of Bank Guarantee Issuance Documents**

Dear [Contact Person Name],

We are pleased to inform you that we have received and reviewed the application and supporting documentation submitted by you on [Submission Date] for the issuance of a Bank Guarantee.

This letter serves as formal advice that the documents provided are in order and have been accepted by [Bank Name]. The details of the guarantee to be issued are as follows:

- **Applicant:** [Applicant Name]
- **Beneficiary:** [Beneficiary Name]
- **Guarantee Amount:** [Currency and Amount]
- **Guarantee Type:** [Type, e.g., Performance, Bid Bond, Advance Payment]
- **Expiry Date:** [Date]
- **Reference Number:** [Internal Reference Number]

The Bank Guarantee instrument is currently being processed and will be issued on [Expected Issue Date]. Once finalized, the original document will be [delivered to the beneficiary / held for collection / sent via registered mail] as per your instructions.

Please note that the applicable issuance fees in the amount of [Amount] will be debited from your account number [Account Number] on [Date].

Should you have any questions regarding this advice, please contact the undersigned at [Phone Number] or [Email Address].

Yours faithfully,

[Authorized Signature]  
[Printed Name]  
[Title/Department]