

Date: [Insert Date]

To:

[Name of Beneficiary/Client]

[Department/Address]

[City, Country]

Subject: Amendment to Bid Bond Guarantee No: [Insert Original Bond Number]

Dear Sir/Madam,

This letter serves as an official amendment to the Bid Bond Guarantee referenced above, issued on [Insert Original Issue Date] on behalf of [Insert Applicant/Bidder Name] for the project titled "[Insert Project Name/Tender Reference Number]".

The following terms of the original Guarantee are hereby amended as follows:

- **Extension of Validity:** The expiry date of the Guarantee is hereby extended from [Original Expiry Date] to [New Expiry Date].
- **Adjustment of Amount (if applicable):** The total guaranteed amount is changed from [Original Amount] to [New Amount in Words and Figures].
- **Other Modifications:** [Specify any other changes, such as tender closing date shifts, or state "All other terms and conditions remains unchanged"].

All other terms, conditions, and provisions of the original Bid Bond Guarantee No: [Insert Original Bond Number] shall remain in full force and effect.

This amendment forms an integral part of the original Guarantee and should be attached thereto.

Sincerely,

[Authorized Signature]

[Name and Title of Signatory]

[Name of Issuing Bank/Financial Institution]

[Seal/Stamp]