

Date: [Insert Date]

To:

[Applicant Name]

[Applicant Address]

[City, State, Zip Code]

Subject: Approval of Bid Bond Guarantee

Dear [Contact Person Name],

We are pleased to inform you that [Name of Financial Institution/Surety] has approved your application for a Bid Bond Guarantee regarding the following project:

- **Project Name:** [Insert Project Name]
- **Tender Reference Number:** [Insert Reference Number]
- **Bid Amount:** [Insert Total Bid Amount]
- **Guarantee Amount:** [Insert Bond Amount - e.g., 2% of bid]
- **Validity Period:** [Insert Expiry Date]

This approval is granted based on the credit facilities and collateral currently held under your account. The formal Bid Bond instrument is attached to this letter and should be submitted along with your tender documents to [Name of Beneficiary/Employer].

Please note that this guarantee is subject to the terms and conditions outlined in our standard bonding agreement. Should your bid be successful, please notify us immediately to arrange for the issuance of the subsequent Performance Bond.

Should you require any further assistance, please contact your relationship manager.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Name of Institution]