

[Bank/Insurance Company Letterhead]

[Date]

[Beneficiary Name/Project Owner]

[Department/Address]

[City, State, Zip Code]

**Subject: Confirmation of Bid Bond Guarantee No: [Guarantee Number]**

Dear Sir/Madam,

We, [Issuing Bank/Insurance Company Name], hereby confirm that we have issued an irrevocable Bid Bond Guarantee in favor of [Beneficiary Name] on behalf of our client, [Bidder/Applicant Name], for the following project:

**Project Name/Tender Ref:** [Project Name and Reference Number]

**Guarantee Amount:** [Currency and Amount in Figures] ([Amount in Words])

**Validity Period:** From [Start Date] to [Expiry Date]

We confirm that this Bid Bond is valid, authentic, and has been issued in accordance with the tender requirements. This guarantee ensures that the Bidder shall not withdraw their bid during the period of bid validity and shall execute the contract and provide the required performance security if awarded the tender.

Payment under this guarantee shall be made by us, without delay, upon receipt of your first written demand stating that the Bidder has breached the conditions of the tender documents.

All inquiries regarding this guarantee may be directed to [Department Name] at [Phone Number] or [Email Address].

Yours faithfully,

[Authorized Signature]

[Name and Title]

[Bank/Insurance Company Seal]