

[Date]

[Bank Name]

[Bank Branch Address]

[City, State, Zip Code]

Subject: Release and Discharge of Bid Bond Guarantee No: [Guarantee Number]

Dear Sir/Madam,

We hereby refer to the Bid Bond Guarantee issued by your bank on behalf of [Name of the Bidder] in favor of [Name of the Employer/Organization] for the project titled "[Project Name/Contract Number]".

We wish to inform you that the procurement process for the aforementioned project has concluded, and the obligations related to this bid security have been fulfilled because:

- The contract has been signed and a Performance Bond has been provided; or
- The bid validity period has expired; or
- The tender has been cancelled.

Consequently, we hereby release [Bank Name] from all liabilities and obligations under the said Bid Bond Guarantee No: [Guarantee Number]. This guarantee is now considered null and void, whether the original document is returned to you or not.

Please update your records accordingly to discharge the liability of [Name of the Bidder].

Yours faithfully,

[Signature]

[Full Name]

[Job Title]

[Organization Name]