

[Date]

[Recipient Name/Department]

[Entity/Organization Name]

[Address Line 1]

[Address Line 2]

Subject: Extension of Bid Bond Guarantee for [Project Name/Tender Number]

Dear [Contact Name],

With reference to the Bid Bond Guarantee No. [Original Guarantee Number] issued on [Original Date] in the amount of [Currency and Amount] for the tender [Tender Name/Reference Number], we hereby request an extension of its validity.

Due to [Reason for Extension, e.g., the extension of the tender evaluation period], we wish to extend the expiry date of the aforementioned Bid Bond from [Current Expiry Date] to [New Proposed Expiry Date].

All other terms and conditions of the original Bid Bond Guarantee remain unchanged and in full force and effect.

We have enclosed the formal endorsement from our issuing bank, [Bank Name], confirming this extension.

Please acknowledge receipt of this extension for your records.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]