

[Your Company Letterhead/Logo]

[Date]

[Name of Recipient/Bank Manager]

[Bank Name]

[Branch Address]

**Subject: Request for Release of Bid Bond Guarantee**

Dear [Name],

We officially request the release and cancellation of the Bid Bond Guarantee issued by your bank regarding the following project:

- **Project Name:** [Project Title]
- **Tender Reference No:** [Reference Number]
- **Guarantee Number:** [Guarantee Number]
- **Guarantee Amount:** [Currency and Amount]
- **Expiry Date:** [Date]

The requirement for this Bid Bond has been satisfied because:

[Select one option:]

- The contract has been awarded and a Performance Bond has been submitted.
- The tender process has been completed and our bid was not successful.
- The validity period of the bid has expired.

Please find the original Guarantee document attached herewith. We request that you process the cancellation and discharge us from all liabilities under this instrument.

Please confirm in writing once the release has been processed.

Sincerely,

[Signature]

[Full Name]

[Job Title]

[Company Name]