

[Current Date]

[Bank/Insurance Company Name]

[Branch Address]

[City, State, Zip Code]

Subject: Request for Renewal of Bid Bond Guarantee

To the Guarantee Department,

We hereby request the renewal/extension of the following Bid Bond Guarantee:

- **Bond Reference Number:** [Enter Number]
- **Project Name:** [Enter Project Name/Tender Ref]
- **Original Expiry Date:** [Enter Date]
- **New Expiry Date Requested:** [Enter Date]
- **Guarantee Amount:** [Enter Currency and Amount]

The extension is required due to [Reason, e.g., delay in tender awarding / extension of bid validity period by the beneficiary].

Please issue the renewal amendment and notify us once it is ready for collection or has been dispatched to the beneficiary. You are authorized to debit the applicable commission and charges from our account number: [Enter Account Number].

Thank you for your prompt assistance.

Sincerely,

[Authorized Signature]

[Full Name]

[Job Title]

[Company Name]