

[Your Company Letterhead]

[Date]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

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

Dear [Bank Contact Person or Manager Name],

We, [Your Company Name], wish to participate in the following tender:

- **Tender Name:** [Project Name/Tender Title]
- **Tender Reference Number:** [Reference Number]
- **Beneficiary:** [Name of Organization Issuing the Tender]
- **Closing Date:** [Date of Submission]

In accordance with the tender requirements, we hereby request you to issue a Bid Bond Guarantee on our behalf with the following details:

- **Guarantee Amount:** [Currency and Amount in Figures and Words]
- **Validity Period:** [Number of Days/Months] from [Start Date] to [Expiry Date]
- **Format:** [As per attached tender template / Bank standard format]

Please debit the associated commission and charges from our account number [Your Account Number].

Attached are the copies of the Tender Notice and the specific Bond Guarantee wording required by the beneficiary.

Thank you for your prompt assistance.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Job Title]

[Contact Information]