

[Bank Letterhead]

Date: [Insert Date]

To:

[Employer/Beneficiary Name]

[Address]

[City, Country]

Subject: Amendment to Retention Money Guarantee No: [Original Guarantee Number]

Dear Sir/Madam,

We refer to the Retention Money Guarantee No. [Insert Number] dated [Insert Original Date] (hereinafter referred to as the "Guarantee") issued by [Bank Name] in your favor, on behalf of our client [Contractor Name] (the "Contractor"), for an amount of [Insert Original Amount].

This letter serves as a formal amendment to the Guarantee as follows:

1. **Expiry Date:** The expiry date of the Guarantee is hereby extended from [Current Expiry Date] to [New Expiry Date].
2. **Guarantee Amount:** The maximum aggregate amount of this Guarantee is hereby [increased/decreased] by [Insert Amount] to a new total of [Insert New Total Amount].
3. **Other Terms:** All other terms and conditions of the original Guarantee remain unchanged and in full force and effect.

This amendment forms an integral part of the original Guarantee and should be attached thereto.

Yours faithfully,

For and on behalf of [Bank Name]

[Authorized Signature]

[Name and Title]