

[Your Company Letterhead]

[Date]

[Bank Name]

[Branch Address]

[City, State, Zip Code]

Subject: Application for Issuance of Retention Money Guarantee

Dear Sir/Madam,

We request you to issue a Retention Money Guarantee in favor of [**Name of Beneficiary/Client**] for an amount of [**Currency and Amount in Figures**] ([**Amount in Words**]).

The details of the underlying contract are as follows:

- **Project Name:** [Project Name]
- **Contract Number:** [Contract Number/Reference]
- **Guarantee Validity:** [Expiry Date]
- **Claim Period:** [Number of days for claim, if applicable]

The purpose of this guarantee is to release the retention money withheld by the Beneficiary against the satisfactory completion of the project and the commencement of the defect liability period.

Please find the draft wording of the guarantee attached. We authorize you to debit the commission and any associated charges from our account number [**Your Account Number**].

Thank you for your prompt assistance in this matter.

Sincerely,

[Authorized Signature]

[Name of Signatory]

[Designation]

[Company Seal/Stamp]