

**Date:** [Insert Date]

**To:**

[Bank Name]

[Bank Address]

[City, Country]

**Subject: Release and Discharge of Retention Money Guarantee No. [Insert Guarantee Number]**

Dear Sir/Madam,

We, the undersigned, hereby confirm that the project titled "**[Insert Project Name/Contract Reference]**" has been completed to our satisfaction and the Defects Liability Period has expired.

Under the terms of our agreement with **[Insert Contractor Name]**, we hereby formally release you from all liabilities and obligations under the Retention Money Guarantee referenced below:

- **Guarantee Number:** [Insert Number]
- **Guarantee Amount:** [Insert Currency and Amount]
- **Expiry Date:** [Insert Date]

We confirm that we have no further claims against this guarantee. Please consider the said guarantee null and void and proceed to cancel it in your records.

The original guarantee document is [attached herewith / has been returned to the contractor].

Sincerely,

[Signature]

**[Name of Authorized Signatory]**

**[Title/Position]**

**[Company Name]**