

[Date]

[Bank Name]  
[Bank Address]  
[City, Postcode]

**RE: EXTENSION OF RETENTION MONEY GUARANTEE**

**Guarantee Number:** [Insert Guarantee Number]  
**Original Expiry Date:** [Insert Original Expiry Date]  
**Contract Reference:** [Insert Contract Name/Reference Number]

Dear Sir/Madam,

With reference to the above-mentioned Retention Money Guarantee issued by your bank in favor of [Client/Employer Name] on behalf of [Contractor Name], we hereby request an extension of the validity period.

Please extend the expiry date of this guarantee for a further period of [Number] months, making the new expiry date [Insert New Expiry Date].

All other terms and conditions of the original guarantee shall remain unchanged and in full force and effect.

We authorize you to debit any associated commission and administrative charges from our account number [Insert Account Number].

Please provide us with a formal amendment or the extended guarantee document at your earliest convenience.

Yours faithfully,

[Authorized Signature]  
[Name and Title]  
[Company Name]