

[Company Letterhead/Header]

Date: [Insert Date]

To: [Name of Issuing Bank/Financial Institution]

Address: [Insert Bank Address]

Attention: [Insert Department/Contact Person]

**Subject: Instruction for Partial Release and Reduction of Value for Retention Money Guarantee No. [Insert Guarantee Number]**

Dear Sir/Madam,

We refer to the Retention Money Guarantee No. [Insert Number] issued on [Insert Date] for the amount of [Insert Currency and Original Amount] on behalf of [Insert Contractor/Applicant Name] in favor of [Insert Beneficiary/Employer Name] regarding Project: [Insert Project Name/Contract Reference].

In accordance with the terms of the Contract, we hereby formally authorize the reduction of the guaranteed amount. This reduction is due to the successful completion of [Insert Milestone, e.g., Sectional Completion / Practical Completion] and the release of a portion of the retained funds.

Please reduce the value of the aforementioned Guarantee as follows:

- **Original Guarantee Amount:** [Insert Original Amount]
- **Amount to be Reduced:** [Insert Reduction Amount]
- **New Total Guaranteed Amount:** [Insert New Remaining Amount]

This reduction shall take effect immediately upon your receipt of this letter. All other terms, conditions, and the expiry date of the Guarantee remain unchanged.

Please provide written confirmation once this reduction has been processed.

Yours faithfully,

[Signature]

[Full Name of Authorized Signatory]

[Title/Position]

[Beneficiary Company Name]