

Date: [Insert Date]

To: [Insert Name of Customs/Excise Office/Authority]

[Insert Address Line 1]

[Insert Address Line 2]

[Insert City/Postal Code]

Subject: Notification of Amendment to Excise Guarantee - [Insert Guarantee Reference Number]

Dear Sir/Madam,

This letter serves as formal notification regarding an amendment to the existing excise guarantee held by [Insert Company Name] under Guarantee Reference Number: [Insert Reference Number].

The details of the amendment are as follows:

- **Type of Amendment:** [e.g., Increase/Decrease of Amount, Extension of Validity, Change of Financial Institution]
- **Previous Guarantee Amount:** [Insert Amount and Currency]
- **New Guarantee Amount:** [Insert Amount and Currency]
- **New Expiry Date (if applicable):** [Insert Date]
- **Effective Date of Amendment:** [Insert Date]

Please find attached the original/certified copy of the amended guarantee document issued by [Insert Name of Bank/Financial Institution].

We request that you update your records accordingly to reflect these changes. Should you require any further documentation or information, please do not hesitate to contact us.

Yours faithfully,

[Signature]

[Insert Name]

[Insert Job Title]

[Insert Company Name]

[Insert Contact Number]

[Insert Email Address]

Enclosure: [List attached documents, e.g., Amended Guarantee Certificate]