

[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Date]

To,  
[Recipient Name/Title]  
[Department Name]  
[Excise Authority/Office Name]  
[Office Address]

**Subject: Submission of Bank Guarantee for Excise Liability - [Your License/Registration Number]**

Dear Sir/Madam,

With reference to the requirement for securing excise duty liability, we are hereby submitting an original Bank Guarantee with the following details:

- **Bank Name:** [Name of Issuing Bank]
- **Bank Guarantee Number:** [BG Number]
- **Guarantee Amount:** [Amount in Figures and Words]
- **Effective Date:** [Start Date]
- **Expiry Date:** [End Date]
- **Claim Period Expiry:** [Date]

This Bank Guarantee is issued in favor of [Name of Authority] to cover the excise liabilities related to [State Purpose, e.g., removal of goods, bonded warehouse operations, or general security].

We request you to kindly acknowledge receipt of this document by signing and stamping the attached copy of this letter.

Thanking you,

Yours faithfully,

For [Your Company Name]

[Authorized Signatory Name]  
[Designation]  
[Contact Number]

**Encl:** Original Bank Guarantee Document