

Date: [Insert Date]

To,
The Manager,
[Bank Name],
[Branch Address]

Subject: Application for Issuance of Deferred Payment Guarantee (DPG)

Dear Sir/Madam,

We, [Company Name], request you to issue a Deferred Payment Guarantee in favor of [Beneficiary Name/Supplier Name] for a total amount of [Currency and Amount].

The details of the underlying transaction are as follows:

- **Purpose:** [e.g., Purchase of Machinery/Raw Materials]
- **Contract/Invoice Reference:** [Insert Number]
- **Guarantee Validity Period:** From [Start Date] to [Expiry Date]
- **Payment Schedule:** [Insert Installment Dates and Amounts]

We authorize you to earmark the necessary margins from our account number [Insert Account Number] and charge the applicable commission and processing fees as per the bank's schedule of charges.

All required supporting documents, including the copy of the purchase contract and board resolution, are attached herewith for your review.

We request you to process this application and issue the guarantee letter at the earliest.

Yours faithfully,

[Signature]
[Name of Authorized Signatory]
[Designation]
[Company Seal/Stamp]