

[Company Header/Logo]

[Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Address]

Subject: Approval of Deferred Payment Guarantee Letter

Dear [Recipient Name],

We are pleased to inform you that your application for a Deferred Payment Guarantee has been formally approved. This approval is based on the terms and conditions outlined in your request dated [Date of Request].

The details of the guarantee are as follows:

- Guarantee Reference Number: [Reference Number]
- Maximum Guaranteed Amount: [Amount and Currency]
- Beneficiary: [Beneficiary Name]
- Effective Date: [Start Date]
- Expiry Date: [End Date]

Under this agreement, [Your Company Name] guarantees the payment of [Amount] for the purchase of [Goods/Services] from the beneficiary. Payments shall be deferred according to the following schedule: [Insert Schedule].

Please find the formal Guarantee Document attached. We request that you sign the acknowledgment copy and return it to our office by [Date].

If you have any questions regarding this approval, please contact our finance department at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Your Title]

[Your Department]