

[Your Company Letterhead]

Date: [Insert Date]

To:

[Bank Name]

[Bank Address]

[City, State, Zip Code]

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

Dear Sir/Madam,

We hereby request you to issue a Deferred Payment Guarantee in favor of [Beneficiary Name/Seller] for an amount of [Currency and Amount in Figures] ([Amount in Words]).

The details of the transaction are as follows:

- **Beneficiary:** [Full Name and Address of the Seller/Supplier]
- **Contract/Invoice Reference:** [Reference Number] dated [Date]
- **Purpose:** [Description of goods/services purchased]
- **Guarantee Amount:** [Total Amount]
- **Tenure/Validity:** 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 [Your Account Number] held with your branch. We also agree to pay the applicable commission and processing fees as per the bank's schedule of charges.

We undertake to indemnify the bank against all losses, costs, and expenses that may be incurred in connection with the issuance of this guarantee. Please find the executed indemnity bond and necessary supporting documents attached herewith.

Kindly issue the guarantee at the earliest and inform us once the process is complete.

Yours faithfully,

[Authorized Signature]

[Name of Signatory]

[Designation]

[Company Seal/Stamp]