

[Your Company Name/Your Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]
[Date]

To,
The Manager,
[Bank Name]
[Branch Address]
[City, State, Zip Code]

Subject: Application for Foreign Exchange Obligation Guarantee

Dear Sir/Madam,

We are writing to formally request the issuance of a Foreign Exchange Obligation Guarantee in favor of [Beneficiary Name/Entity], located in [Country], for a total amount of [Currency and Amount].

The purpose of this guarantee is to secure our foreign exchange obligations arising from [Description of Transaction/Contract, e.g., Import of Goods, Service Agreement, or Loan Repayment] as per Contract No. [Contract Number] dated [Contract Date].

The details of the guarantee required are as follows:

- **Guarantee Amount:** [Amount in Figures and Words]
- **Validity Period:** From [Start Date] to [Expiry Date]
- **Beneficiary:** [Full Name and Address of the Foreign Entity]
- **Purpose:** [Specific reason for the guarantee]

We have enclosed the following documents for your review:

1. Copy of the Commercial Contract/Agreement.
2. Proforma Invoice/Purchase Order.
3. Board Resolution (if applicable).
4. [Other supporting documents].

We authorize you to earmark the necessary funds or utilize our existing credit limits for this purpose. We also agree to pay all applicable bank charges, commissions, and taxes associated with this issuance.

Please process this application at your earliest convenience. Should you require any further information, please contact [Name of Contact Person] at [Phone Number] or [Email Address].

Thank you for your assistance.

Yours faithfully,

[Signature]

[Typed Name]

[Designation/Title]

[Company Seal/Stamp]