

Date: [Insert Date]

To: [Name of Recipient/Bank/Authority]
[Department Name]
[Address Line 1]
[Address Line 2]

Subject: Request for Extension of Foreign Exchange Obligation Guarantee No: [Insert Guarantee Number]

Dear Sir/Madam,

We are writing in reference to the Foreign Exchange Obligation Guarantee issued by [Name of Issuing Bank/Entity] in favor of [Name of Beneficiary], dated [Original Issuance Date], which is currently set to expire on [Current Expiry Date].

Due to [Briefly State Reason: e.g., delays in shipment, administrative processing, or extension of project timeline], we are unable to fulfill the underlying foreign exchange obligations within the originally stipulated timeframe.

Consequently, we formally request an extension of the validity period of the aforementioned guarantee. We propose the new expiry date to be [Insert New Proposed Expiry Date].

All other terms and conditions of the original guarantee shall remain unchanged and in full force and effect. We have enclosed the following supporting documents for your review:

- [Document 1: e.g., Amended Contract]
- [Document 2: e.g., Revised Shipment Schedule]
- [Document 3: e.g., Previous Correspondence]

We kindly request your approval of this extension and ask that you issue the necessary amendment notice at your earliest convenience. Please advise us of any additional fees or procedures required to finalize this request.

Thank you for your cooperation.

Sincerely,

[Signature]
[Name of Authorized Signatory]
[Title/Position]
[Company Name]