

[Current Date]

To: [Name of the Bank/Financial Institution]

[Department Name]

[Branch Address]

[City, Country]

Subject: Request for Renewal of Foreign Exchange Obligation Guarantee

Dear Sir/Madam,

We are writing to formally request the renewal of the Foreign Exchange Obligation Guarantee issued by your bank, details of which are provided below:

- **Guarantee Reference Number:** [Insert Number]
- **Original Issue Date:** [Insert Date]
- **Current Expiry Date:** [Insert Date]
- **Guarantee Amount:** [Insert Currency and Amount]
- **Beneficiary:** [Insert Name of Beneficiary/Authority]

The purpose of this guarantee is to secure our foreign exchange obligations related to [mention project, import contract, or regulatory requirement]. As the underlying obligation remains active, we request an extension of the validity period until **[Insert New Expiry Date]**.

We hereby authorize you to debit the applicable renewal commission and any related service charges from our account number **[Insert Account Number]** held with your branch.

All other terms and conditions of the original guarantee shall remain unchanged. Please find attached the [mention supporting documents, e.g., contract extension or permit] for your reference.

Kindly provide us with the renewed instrument or an amendment advice at your earliest convenience.

Yours faithfully,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Company Name]