

[Your Company Letterhead]

[Date]

To: [Name of the Guarantee Institution/Bank]

[Department Name]

[Address Line 1]

[Address Line 2]

Subject: Application for Export Credit Guarantee for [Country Name/Project Name]

Dear [Contact Person Name or "Sir/Madam"],

We, [Your Company Name], hereby submit our application for an Export Credit Guarantee in connection with our export contract with [Buyer's Name/Foreign Entity], located in [Buyer's Country].

The details of the export transaction are as follows:

- **Contract Reference Number:** [Number]
- **Nature of Goods/Services:** [Brief Description]
- **Total Contract Value:** [Currency and Amount]
- **Payment Terms:** [e.g., Letter of Credit, Deferred Payment, Open Account]
- **Tenor/Credit Period:** [Number of months/years]
- **Expected Date of Shipment:** [Date]

We are seeking coverage against [Commercial Risks and/or Political Risks] to secure our receivables and mitigate potential non-payment issues. Attached to this letter, please find the required documentation, including the signed commercial contract, buyer's financial profile, and our company's latest financial statements.

We authorize [Name of Institution] to conduct any necessary credit checks and inquiries related to this application. We confirm that all information provided is true and accurate to the best of our knowledge.

We look forward to your favorable response and the issuance of the guarantee policy.

Yours faithfully,

[Signature]

[Printed Name]

[Job Title]

[Your Company Name]