

[Date]

[Recipient Name]

[Recipient Title]

[Guarantee Institution/Bank Name]

[Address]

[City, State, Zip Code]

Subject: Request for Extension of Export Credit Guarantee No: [Guarantee Number]

Dear [Recipient Name],

We are writing to formally request an extension of the Export Credit Guarantee referenced above, which was issued in favor of [Exporter Name] regarding the export contract with [Buyer Name] dated [Original Contract Date].

The current expiry date of the guarantee is [Current Expiry Date]. Due to [Reason for Delay: e.g., shipping delays, production bottlenecks, or revised payment terms], the completion of the transaction has been rescheduled. We therefore request an extension of the validity period until [New Requested Expiry Date].

All other terms and conditions of the original guarantee remain unchanged. We have attached the updated shipment schedule and the amendment to the commercial contract for your review.

Please confirm your acceptance of this extension and advise us of any additional premium or administrative fees required to process this request.

Thank you for your continued support.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Company Name]