

Date: [Insert Date]

To:

[Recipient Name/Department]

[Bank or Guarantee Institution Name]

[Address Line 1]

[Address Line 2]

Subject: Request for Issuance of Export Credit Guarantee

Dear Sir/Madam,

We, [Exporter Company Name], hereby request the issuance of an Export Credit Guarantee in favor of [Beneficiary/Lender Name] regarding the export contract detailed below:

- **Contract Reference Number:** [Insert Number]
- **Buyer Name:** [Insert Importer/Buyer Name]
- **Country of Destination:** [Insert Country]
- **Total Contract Value:** [Insert Amount and Currency]
- **Requested Guarantee Amount:** [Insert Amount]
- **Validity Period:** From [Start Date] to [Expiry Date]

This guarantee is required to cover the risks associated with [Commercial Risks / Political Risks / Non-payment] concerning the shipment of [Description of Goods/Services].

Please find attached the copies of the signed Export Contract, Commercial Invoice, and any other required supporting documentation. We authorize you to debit the applicable fees and commissions from our account number [Insert Account Number].

We confirm that the transaction complies with all relevant export regulations and trade laws. Please issue the guarantee as per your standard format or the attached draft.

Thank you for your prompt assistance in this matter.

Sincerely,

[Signature]

[Name of Authorized Signatory]

[Title/Position]

[Exporter Company Name]