

[Date]

To:
The Manager,
[Bank Name],
[Bank Branch Address]

Subject: Request for Issuance of an Irrevocable Bank Guarantee

Dear Sir/Madam,

We, [Company Name], hereby request you to issue an Irrevocable Bank Guarantee on our behalf as per the details provided below:

- **Beneficiary Name:** [Name of the Party receiving the guarantee]
- **Beneficiary Address:** [Full Address of the Beneficiary]
- **Guarantee Amount:** [Currency and Amount in Figures and Words]
- **Purpose of Guarantee:** [e.g., Performance Bond, Security Deposit, Tender Bid]
- **Reference Contract No:** [Contract Number/Tender Number]
- **Effective Date:** [Start Date]
- **Expiry Date:** [End Date/Validity Period]
- **Claim Period:** [Number of days for claim after expiry, if any]

We authorize you to earmark/debit the required margin money and processing fees from our Account Number [Your Account Number] maintained at your branch.

The draft text for the bank guarantee is attached herewith for your reference. We request you to issue the guarantee at the earliest convenience.

Please find the necessary supporting documents attached to this letter.

Yours faithfully,

[Signature]
[Name of Authorized Signatory]
[Designation]
[Company Seal/Stamp]