

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Bank Name]
[Bank Address]
[City, State, Zip Code]

Subject: Request for Letter of Guarantee

Dear [Bank Manager's Name],

I am writing to formally request a letter of guarantee from [Bank Name] for [specific purpose, e.g., a construction project, lease agreement, etc.].

Details of the request are as follows:

- Name of the Beneficiary: [Beneficiary's Name]
- Amount: [Amount in words and figures]
- Expiry Date: [Date]
- Purpose of Guarantee: [Brief description of the purpose]

I have enclosed all necessary documentation to support this request, including [list any documents, e.g., contract, identification, etc.].

I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position, if applicable]
[Your Company Name, if applicable]