

Request Letter for issue of Bank Guarantee (on letterhead of Applicant Company)

RBL Bank Ltd.
_____ Branch
.....
.....

Date:

Sub: Issuance of Bank Guarantee

Dear Sir/ Madam

We request you to issue the below mentioned Bank Guarantee as per the details given below.

Beneficiary name & Address :
(Including Pin Code)

Beneficiary Bank & branch :
(Name and address)

IFSC Number of Beneficiary

Bank's Branch :

Amount :

Validity :

Claim Period (if any) :

Type of Guarantee : Financial / bid/Performance/other.....

Nature of Guarantee : Advance Payment / Customs / Bid Bond / Warranty /
Trade Debt / others _____

Method of Issue : Physical (Hardcopy) / SWIFT

We hereby authorise you to Debit our account number _____ towards Bank Guarantee Commission, Margin Money and other Charges. We undertake to pay the commission and other charges in the event the Guarantee is renewed / extended till it is completely discharged.

We also request you please send the Separate advice of this Bank Guarantee (BG) to the bankers of the beneficiary as per the details given above for making the guarantee operative.

Kindly deliver the Bank Guarantee to Us / Beneficiary / Bank _____ (Specify Name & Address) / hand over the Original Bank guarantee to the bearer of this letter whose signature is attested below.

We enclose the copies of the underlying documents for your perusal.

Thanking you,
Yours Faithfully,

Bearer Signature

(Authorised Signatory)

Signature Attested