

Performance Guarantee Confirmation Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Confirmation of Performance Guarantee for Contract [Contract Number]

Dear [Recipient Name],

We are writing to confirm the receipt of the performance guarantee pertaining to Contract [Contract Number] signed on [Contract Date]. We appreciate your commitment to fulfilling the obligations outlined in the contract.

The details of the performance guarantee are as follows:

- Guarantee Amount: [Amount]
- Issuing Bank: [Bank Name]
- Guarantee Number: [Guarantee Number]

This performance guarantee will remain valid until [Expiry Date], ensuring that all contract terms are met to our satisfaction.

If you have any questions or require further clarification, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]