

Performance Guarantee Notification

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Performance Guarantee

Dear [Recipient's Name],

We are writing to formally notify you regarding the performance guarantee associated with [Contract Name/Number] dated [Contract Date]. As per the contract terms, we are required to provide a performance guarantee to ensure the fulfillment of the obligations set forth in the agreement.

Please find below the details of the performance guarantee:

- **Amount:** [Insert Amount]
- **Bank Name:** [Insert Bank Name]
- **Guarantee Number:** [Insert Guarantee Number]
- **Validity Period:** [Insert Validity Period]

Should you have any questions or require further details, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]