

# Bank Guarantee Application Letter

Date: [Insert Date]

To,  
The Manager,  
[Bank Name],  
[Bank Address],  
[City, State, Zip Code]

Subject: Application for Issuance of Bank Guarantee for Bid Submission

Dear [Manager's Name],

We, [Your Company Name], located at [Your Company Address], hereby request you to issue a bank guarantee on our behalf in favor of [Bidder Name/Entity] for the amount of [Amount in Figures] ([Amount in Words]) for the submission of our bid for [Project/Contract Name] as per the bidding requirements.

This bank guarantee will serve as security for our bid, which we intend to submit on [Submission Date]. We assure you that this application is in accordance with the terms and conditions outlined in the bidding documents.

We will pay your charges and commissions involved in the issuance of this guarantee and adhere to any further requirements you may have.

Thank you for your assistance in this matter. We look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Designation]  
[Your Company Name]  
[Your Contact Information]