

# Bank Guarantee Request

Date: [Insert Date]

To,

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

Subject: Request for Bank Guarantee for Export-Import Transaction

Dear [Branch Manager's Name],

I am writing to request a bank guarantee in connection with our export-import activities. Our company, [Your Company Name], is currently engaged in an international trade transaction with [Buyer/Seller Name] in [Country]. The details of the transaction are as follows:

- Transaction Amount: [Insert Amount]
- Type of Goods: [Description of Goods]
- Expected Shipment Date: [Insert Date]

In order to facilitate this transaction and assure the other party regarding our commitment, we kindly request a bank guarantee of [Insert Amount]. We assure you that all necessary documentation and information will be provided to support this request.

We would appreciate your prompt attention to this matter as it is critical for the timely execution of our trade operations. Please let us know if you require any additional information or documentation.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Contact Information]  
[Your Email Address]