

# Bank Guarantee Request Letter

Date: [Insert Date]

To,

[Bank Name]

[Bank Address]

Subject: Request for Bank Guarantee for Lease Agreement

Dear [Bank Manager's Name],

We, [Your Company Name], located at [Your Company Address], are in the process of entering into a lease agreement for the premises located at [Lease Property Address]. To fulfill the requirements of the lease, we request a bank guarantee in favor of [Landlord's Name] for an amount of [Guarantee Amount].

The terms of the lease agreement specify that a bank guarantee is required to secure our commitments under the lease. We request that the guarantee remains valid for the duration of the lease, which is [Lease Duration].

Please find attached the necessary documents, including a copy of the lease agreement and our financial statements, to assist with your processing of this request.

We appreciate your prompt attention to this matter and look forward to your positive response.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]