

Advance Payment Guarantee Request

Date: [Insert Date]

To,

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for Advance Payment Guarantee

We are pleased to inform you that we have been awarded the contract for [brief description of the project or contract]. In accordance with our agreement, we kindly request an advance payment guarantee to facilitate the commencement of the project.

The advance payment of [amount] is crucial for [reason for the advance payment]. We would appreciate your cooperation in providing the necessary guarantee to secure these funds.

Please find attached the required documentation for your review. We look forward to your prompt response to this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]